

ARTICLE 1
GENERAL PROVISIONS

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The Standards set forth in this Manual are meant to provide minimum Standards for the design and construction of facilities which meet the following conditions:

- 1) Public and private facilities, to be constructed within the City's corporate limits.
- 2) Facilities to be dedicated to the City for ownership.
- 3) Facilities to become future additions to the City's utilities and transportation systems.

This Manual is not meant to be totally restrictive in nature; that is, it does not depict the only acceptable method of design. Rather, its purpose is to describe minimum acceptable Standards of construction and to promote uniformity. The individual requirements of the Manual shall be superseded by the requirements established for Specially Planned Areas and the Comprehensive Plan, where applicable.

Should any design be submitted which varies appreciably from the Standards set herein or uses materials other than those recommended, it must be accompanied by appropriate supporting documentation or engineering studies for review and is subject to the approval of the City Engineer or his Designee.

All plans submitted for review must be in conformance with all Federal, State and City regulations and codes. In no case shall minimum standards be less than those established by recognized governmental agencies, unless stated otherwise in these Specifications.

Where a certain manufacturer is specified for a particular piece of equipment, non-specified product equals may be approved by the City Engineer or his Designee after submittal of a request in writing and accompanied by supporting documentation. An approved Manufacturer's List is attached as part of this Manual to assist the Engineer and the Contractor.

Pre-application meetings are recommended and pre-Construction conferences are mandatory between the Owner/Developer, their Engineer, their Contractor(s), all utilities, and the City Staff when City facilities are involved.

Section 1.02 REFERENCE MATERIALS

Unless otherwise stated, the most recent publications of the following organizations shall be referred to as required. Other publications may be used in the implementation of the Standards.

- A) Water Environment Federation (WEF)
- B) American Society for Testing Materials (ASTM)
- C) United States Occupational Safety and Health Administration (USOSHA)
- D) American Association of State Highway and Transportation Officials (AASHTO)
- E) American National Standards Institute (ANSI)
- F) American Water Works Association (AWWA)
- G) National Fire Protection Association (NFPA)
- H) National Science Foundation (NSF)
- I) American Society of Civil Engineers (ASCE)
- J) Florida Department of Transportation (FDOT)
- K) Institute of Transportation Engineers (ITE)
- L) Federal Highway Administration (FHWA)
- M) American Asphalt Institute (AAI)
- N) Portland Cement Association (PCA)
- O) American Concrete Institute (ACI)
- P) Underwriters Laboratories, Inc. (UL)
- Q) Insurance Services Office (ISO)
- R) Environmental Protection Agency (EPA)
- S) National Pollutant Discharge Elimination System (NPDES)
- T) Sunshine State One Call System Of Florida (SSOCOSF)
- U) Federal Specification (FS)

Section 1.03 PRE-CONSTRUCTION CONFERENCE

It shall be required that a pre-construction conference between the Owner/Developer, their Engineer, their Contractor, all utilities, and the City Staff be held at least 5 days before commencement of any construction within the corporate limits of the City of Ocoee. All applicable City, State and Federal Agency permits are required to be in the possession of the Owner/Developer prior to the pre-construction meeting.

Section 1.04 UTILITY COORDINATION

It shall be up to the Owner/Developer to coordinate all utilities concerning development. All utilities shall be given notice prior to commencement of construction in accordance with F.S. 553 and F.S.556 and guidelines of SSOCOF.

Section 1.05 UTILITY CONSTRUCTION

Utility lines of any kind, including, but not limited to, traffic signal systems, street lighting, those of franchised utilities, electric power and light, telephone and telegraph, cable television, water, sewer, and gas, shall be constructed and installed beneath the surface of the ground unless it is determined by the City Engineer, and approved by the City Commission, that soil, topographical, or any other compelling conditions make the installation of such utility lines as prescribed herein unreasonable or impractical. It shall be the Owner's/Developer's responsibility to make the necessary arrangement with each utility in accordance with the utility's established policies. The underground installation of incidental appurtenances such as transformer boxes, pedestal mounted boxes for electricity, or similar service hardware necessary for the provision of electric and communication utilities may be required at the discretion of the City Engineer. When appropriate, all materials shall be Listed for the purpose for which it is used.

Section 1.06 START OF CONSTRUCTION

The City Engineer or his Designee shall be notified, in writing, at least 5 days in advance of the proposed date of the beginning of construction. Any time that work is to stop for a period of time in excess of 5 working days, other than stoppage beyond the Contractor's control, and holidays, the City Engineer shall be notified in writing of such interruption. The Engineering Plans, as approved by the City, and all revisions shall be readily accessible to City personnel during all periods of activity. No activity shall be permitted without these documents on-site. Someone of responsible charge must be on-site during all construction activities.

Section 1.07 CONSTRUCTION COMPLETION

All requirements stated in the LDC shall be complied with by the Owner/Developer prior to any occupancy of any private or public improvements.

Section 1.08 OFF-SITE POLLUTION PROTECTION

It shall be the Owner's/Developer's responsibility to provide, in accordance with the LDC, all associated Ordinances and State and Federal Agencies, and the NPDES regulations, all downstream and offsite water quality and siltation protection required during construction. In any event, it shall be the Owner's/Developer's responsibility to remove any downstream siltation prior to the time of final inspection. Air pollution, such as dust, shall also be controlled at all times.

Section 1.09 INSPECTION

1.09.01 Periodic

Representatives of the City shall periodically visit the project site to make a visual inspection of the progress of the work and methods of construction. Upon observation of work not done in accordance with the Plans and Specifications, the City will notify the Owner's/Developer's Contractor and the Owner/Developer or his Designee and request that the necessary corrections be made. All inspections shall be scheduled a minimum of 24 hours in advance. Special inspections requested by Owner/Developer. The City can come out at any time without prior notice.

1.09.02 Substantial Completion

Substantial Completion inspection may be provided when the project justifies the need for the process prior to the issuance of a Certificate of Completion. The Owner/Developer must submit a written request for a formal Substantial Completion inspection and shall include the following;

- a) Exclude wall, landscaping, irrigation, and other amenities.
- b) Include water, sewer, reuse, storm roads, rough grading and signage (FDEP Water and Sanitary clearances shall have been issued).
- c) Require a written document from developer requesting formal inspection.
- d) Reference that developer has already punch listed project and all items completed.
- e) State that project is built in accordance with plans and specifications and include an initial set of As-Built Drawings.
- f) Engineering Department will schedule an all department formal inspection with written punch list back to Engineering Department.

- g) Engineering Department will coordinate with OCPW, OCUD and FDOT as applicable.

Engineering will review all punch lists and make determination of Substantial Completion. A written response to developer on substantial completion including all punch lists will be provided to the Owner Developer. If deemed to be Substantially Complete the developer can start construction of production homes.

1.09.03 Final

The City shall be notified when the project is complete. Upon receiving at least a 48 hour prior request, excluding weekends and holidays, for final inspection of the completed work, the City's representatives, together with the representatives of other interested agencies, shall perform the final inspection. The following submittals shall be required prior to Final Inspection: Payment for any failed material tests, all applicable Certifications of Completion from other agencies, Clearances for Utility Systems and Final Record Drawings, including digital and hard copies.

Section 1.10 TRANSFER OF PRIVATE OWNERSHIP

When transfer of private facilities to public ownership is desired and the City Engineer concurs, all such private facilities shall be brought up to the current City Standards at no cost to the City, in so far as construction and maintenance are concerned, before the City will accept such facilities. Proof of satisfactory completion of the facilities, approved construction plans as Record Drawings, the 2 year maintenance bond with itemized construction costs, Bill of Sale for improvements dedicated to the City, and the appropriate legal documents shall be furnished to the City Engineer prior to acceptance.

Section 1.11 PROPERTY OWNERSHIPS

All facilities to be owned and maintained by the City shall be located on City property, within City rights-of-way, or in easements dedicated to the City for the uses intended.

Section 1.12 PLANS AND SPECIFICATIONS

1.12.01 General

All submitted plans shall be standard size sheet (24" x 36" or 11" x 17") with title block. Graphic scale(s) shall be provided on each sheet and all lettering shall be 0.08 x scale (Leroy 80) or larger to permit photographic reproduction. Color aerial photography plan sheet(s) is/are required for the property/project area and shall include an area 100' outside the limits of the proposed project improvements. Submittal of Specifications shall only be required when special facilities outside the scope of this Manual are proposed. All Plan sheets, detail sheets and the title page of submitted and Bound Specifications must be signed, sealed and dated by the Engineer of Record licensed in the State of Florida.

1. 12.02 Master Plan

Whenever possible, the entire water, reuse, and wastewater systems shall be shown on a single Master Plan. The Master Plan shall indicate the general locations of all mains, manholes, valves, hydrants, services and service laterals with respect to the proposed development improvements and the existing water and wastewater systems. Main sizes shall be indicated on the Master Plan.

1. 12.03 Plan and Profile

All utilities including gravity sewers, all wastewater force mains, storm sewers and off-site water mains shall be drawn in plan and profile. On-site water and reuse mains may be shown in plan view only.

Whenever possible, on-site water and wastewater systems shall be shown on the same Plans sheet. As a minimum, the plan and profile drawings shall include the following information:

- A) General information such as north arrow, names of Designer and Engineer, revision block with dates, graphic scale(s) and sheet number.
- B) Plan and profile with elevations at 100 foot intervals, or more frequently if required by good design practice.
- C) Development layout with horizontal and vertical controls.
- D) All conflicts with other utility and drainage systems.
- E) All manhole locations and rim elevations for manholes outside of paved areas.
- F) Pipe data including size, lengths, material, and slopes.
- G) Size, type, and locations of fittings, valves, hydrants, air release/vacuum relief, and other related appurtenances.
- H) Limits of pipe deflection. (Would not recommend allowing – require fittings)
- I) Limits of special exterior coatings.
- J) Limits of special bedding requirements.
- K) Pipe restraint requirements and limits of restrained joints.
- L) Details of connection to existing systems.
- M) Location(s) and general layout of wastewater pumping stations.

- N) Construction notes regarding cover, horizontal and vertical control, special construction requirements, and references to standard and special details.
- O) Point of Service for fire sprinkler system and location of fire department connection.

1. 12.04 Details

The Plans shall include all applicable Standards as identified in this Manual with appropriate Details. Special details shall be prepared by the Engineer for aerial and underwater crossings of rivers, streams, canals and ditches. Other special details shall be prepared by the Engineer as required.

1. 12.05 Scale

The Master Plan shall be prepared at a scale not to exceed 1" to 200'. Plan and profile sheets shall not exceed a scale of 1" to 50' horizontally and 1' to 5' vertically. Special details shall be of sufficiently large scale to show pertinent construction information.

1. 12.06 Complete Submittals

Plans for any review and submittal shall be complete. The Owner shall be responsible for payment of fees when the City provides reviews more extensive than reasonably expected due to the submittal being incomplete and/or inadequate.