

SECTION 25 – PROJECTS WITH LOCAL PUBLIC AGENCY INVOLVEMENT

25.1 GENERAL *(Rev. 10-06-09)*

It is the policy of the Department on all projects located within city limits to contact the local government entities and utilities in writing or in person to explain to them the impact of the proposed work. These initial contacts are normally made during the design phase. A set of plans is also furnished to the local government and utilities.

While it is impractical to locate all underground sewers, utilities, etc. in sufficient detail at the time of the initial survey, all utilities should have been contacted and included in the plans by the time the final field check is held. The contractor should still contact the utility organizations immediately after the notice to proceed and invite them to attend the pre-construction meeting in an effort to determine the final location and elevation of both underground and aerial installations within the project limits. This information must be obtained to properly coordinate the field layout of the proposed work and to enable the utility organizations to know definitely the amount of work that will be required of them.

The PE/S and AE should ensure the local officials are contacted after the contract is awarded to invite them to the pre-construction conference.

More often than not in large cities the grade line, as shown in the plans, often requires minor adjustment. These slight adjustments to meet sidewalks, intersections, reduce property damage, and to obtain satisfactory grades for gutters are typically necessary.

25.2 INTERSECTIONS *(Rev. 10-05-09)*

Careful study should be given to the grades and drainage requirements at street and alley intersections. In general, where 40 ft width pavements are constructed in cities, the normal crown should be carried through the intersections in the normal width of pavement. The centerline grade should be carried through intersections where the pavement width is greater than 40 ft and adjustments made in the crown. If not addressed during design, a sufficient number of large-scale profiles should be made to ensure the best possible drainage and riding qualities. Grades established for intersections should be inspected and approved by the PE/S before intersections are paved.

25.3 REMOVAL OF LOCALLY OWNED ITEMS *(Rev. 10-06-09)*

Removal items owned by local government such as brick pavement, sidewalk, curb and gutter, castings, and lighting and drainage structures, remain the property of the local government, if so specified in the proposal or on the plans. The local government agency should be consulted before the contractor removes such items and, if they do not desire to salvage them, they will remain the property of the contractor. Salvaged items will not be allowed to remain within the street limits after the completion of a project, with promises that they will be removed later. Often the SP require removal items to be hauled to a storage yard or to some designated location.

25.4 CLOSURE OF LOCAL ROADS *(Rev. 10-07-09)*

It is advisable to keep the local government, as well as the local media, informed of closure time and duration on the local roads. This will help foster communication about the project

and allow the local officials to feel like they are more involved in what the Department does in their community.

25.5 USE OF LOCAL ROADS *(Rev. 10-08-09)*

When the decision is made that a local detour is the best option for the official detour, arrangements should be made with the local street or highway department to videotape the existing condition of the detour prior to the start of construction. Once the reason for the detour is completed, the road should be compared to the videotape to help determine whether or not the roads used in the detour deteriorated with the additional traffic.

Additionally, if a contractor desires to use local roads as part of their hauling route, they must make arrangements with the local agency to videotape the haul route and if the roads along the route deteriorate due to the heavy loading, the contractor should make repairs at no cost to the State.