

**Regular Meeting Agenda of the
Board of Trustees of the Town of Fairplay, Colorado
Monday, February 7, 2022, at 6:00 p.m.
Fairplay Town Hall Board Room 901 Main Street, Fairplay, Colorado**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVAL OF AGENDA
- V. CONSENT AGENDA *(The Consent Agenda is intended to allow the Board to spend its time on more complex items. These items are generally perceived as non-controversial and can be approved by a single motion. The public or the Board Members may ask that an item be removed from the Consent Agenda for individual consideration.)*
 - A. APPROVAL OF MINUTES – January 4, 2022.
 - B. APPROVAL OF EXPENDITURES—Approval of bills of various Town funds in the amount of \$366,920.40.
- VI. CITIZEN COMMENTS
- VII. PRESENTATIONS
 - A. Presentation regarding Managed IT Services by Phoenix Technology Services.
- VIII. NEW BUSINESS
 - A. Should the Board Approve adoption of Emergency Ordinance No. 1, Series of 2022, entitled, “AN ORDINANCE OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO EXTENDING A TEMPORARY MORATORIUM ON THE SUBMISSION, ACCEPTANCE, PROCESSING, AND APPROVAL OF APPLICATIONS FOR ALL SHORT-TERM RENTAL LICENSES, AND DECLARING AN EMERGENCY.”?
 - B. Should the Board Approve adoption of Ordinance No. 2, Series of 2022, entitled, “AN ORDINANCE OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO AMENDING CHAPTER 16 OF THE FAIRPLAY MUNICIPAL CODE, REGARDING THE UNIFIED DEVELOPMENT CODE, TO ADDRESS CHANGES TO FAMILY CHILD CARE HOMES REQUIRED BY RECENT STATE LEGISLATION.”?
 - C. Should the Board Approve adoption of Ordinance No. 3, Series of 2022, entitled, “AN ORDINANCE OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO AMENDING CHAPTER 2 OF THE FAIRPLAY MUNICIPAL CODE REGARDING REGULAR MEETINGS OF THE BOARD OF TRUSTEES.”?
 - D. Should the Board Approve adoption of Resolution No. 5, Series of 2022, entitled, “A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO ADOPTING A PUBLIC WORKS MANUAL.”?
 - E. Should the Board Approve adoption of Resolution No. 6, Series of 2022, entitled, “A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO ADOPTING AN UPDATED FAIRPLAY PERSONNEL HANDBOOK.”?
 - F. Should the Board Approve adoption of Resolution No. 7, Series of 2022, entitled, “A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO DETERMINING THAT THE REGULAR MUNICIPAL ELECTION TO BE HELD ON APRIL 5, 2022 SHALL BE CANCELED.”?
 - G. Should the Board Approve adoption of Resolution No. 8, Series of 2022, entitled, “A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO APPROVING A PERMANENT EASEMENT AGREEMENT WITH THE COLORADO DEPARTMENT OF TRANSPORTATION FOR PROJECT STM 0091-046- FAIRPLAY/ALMA ADA CURB RAMPS CONSTRUCTION SH 9.”?
- IX. OTHER BUSINESS
 - A. Annual Job Performance Evaluation of the Town Administrator performed by Mayor.
- X. BOARD OF TRUSTEE AND STAFF REPORTS
 - A. Staff presentation regarding proposed changes for 2022 Town of Fairplay Marketing Plan.
- xi. ADJOURNMENT

Upcoming Meetings/Important Dates

<i>Fairplay Board of Trustees Regular Meeting CANCELLED</i>	<i>February 21, 2022 Presidents’ Day</i>
<i>Presidents’ Day Holiday – Town Hall Closed</i>	<i>February 21, 2022 Presidents’ Day</i>
<i>Fairplay Board of Trustees Regular Meeting</i>	<i>February 24, 2022 @ 6 PM</i>
<i>Fairplay Mountain Mardi Gras</i>	<i>February 26, 2022</i>

This agenda may be amended. Posted at Fairplay Town Hall, Fairplay Public Library, Fairplay Post Office, and on The Town of Fairplay Website (www.fairplayco.us) on Friday, February 4, 2022.



MEMORANDUM

TO: Mayor and Board of Trustees
FROM: Kim Wittbrodt, Treasurer
RE: Paid Bills/Audit
DATE: February 2, 2022

Agenda Item: Bills

Attached is the list of invoices paid from December 3, 2021 through February 2, 2022.

Total Expenditures: \$366,920.40

Upon motion to approve the consent agenda, the expenditures will be approved.

Please contact me with any questions.

Audit:

There is a letter from Mayberry and Company attached that is notifying you that the audit will begin on February 14, 2022.

Report Criteria:

Detail report type printed

Check Issue Date	Check Number	Name	Description	Seq	Invoice Date	Check Amount	GL Account
01/06/2022	17774	B.V. Tool & Equipment Ren	lift rental	1	12/02/2021	1,137.97	105134
01/21/2022	17805		lift rental	1	01/18/2022	424.00	105134
01/28/2022	17826		lift rental	1	01/19/2022	263.20	105134
Total 136:						1,825.17	
01/04/2022	17760	Caselle, Inc	Software Support	1	12/01/2021	439.50	105060
01/04/2022	17760		Software Support	2	12/01/2021	439.50	517206
02/01/2022	17839		Software Support	1	01/01/2022	439.50	517206
02/01/2022	17839		Software Support	2	01/01/2022	439.50	105060
Total 334:						1,758.00	
12/31/2021	17747	Cash	reimburse petty cash	1	12/31/2021	2.80	105630
12/31/2021	17747		reimburse petty cash	2	12/31/2021	2.99	105340
12/31/2021	17747		reimburse petty cash	3	12/31/2021	11.98	105070
12/31/2021	17747		reimburse petty cash	4	12/31/2021	2.76	105130
12/31/2021	17747		reimburse petty cash	5	12/31/2021	4.30	105445
12/31/2021	17747		reimburse petty cash	6	12/31/2021	2.75	105030
12/31/2021	17747		reimburse petty cash	7	12/31/2021	5.80	105035
12/31/2021	17747		reimburse petty cash	8	12/31/2021	3.70	517480
12/31/2021	17747		reimburse petty cash	9	12/31/2021	4.36	517242
12/31/2021	17747		reimburse petty cash	10	12/31/2021	46.00	105070
12/31/2021	17747		reimburse petty cash	11	12/31/2021	9.12	105174
Total 340:						96.56	
01/12/2022	17792	Colorado Bureau of Investi	fingerprint processing/back	1	01/11/2022	38.50	105070
02/01/2022	17848		fingerprint processing/back	1	02/01/2022	38.50	105070
Total 472:						77.00	
01/04/2022	17763	Colorado Municipal League	Membership Dues	1	01/01/2022	1,006.00	106130
Total 550:						1,006.00	
01/28/2022	17828	Colorado Rural Water	Membership dues	1	01/14/2022	300.00	517455
Total 562:						300.00	
01/04/2022	17764	Crimestar	Annual Support Fee	1	01/01/2022	325.00	105465
Total 628:						325.00	
12/21/2021	17737	Dana Kepner Company, In	Parts for block house proje	1	12/08/2021	7,627.96	517495
12/21/2021	17737		water meters and parts	1	12/08/2021	1,814.97	517485
01/28/2022	17829		water meters and parts	1	01/09/2022	2,830.40	517485
Total 682:						12,273.33	
12/13/2021	17715	The Flume	help wanted ad	1	11/30/2021	147.20	105630
12/13/2021	17715		legal /ads	2	11/30/2021	60.37	106125
12/13/2021	17715		display ads	3	11/30/2021	150.00	105130
12/13/2021	17715		legal /ads	4	11/30/2021	143.38	106125

Check Issue Date	Check Number	Name	Description	Seq	Invoice Date	Check Amount	GL Account
01/12/2022	17802		legal ads	1	12/31/2021	420.35	102000
Total 868:						921.30	
12/08/2021	17697	Ferrellgas	1800 beaver creek road	1	10/27/2021	930.85	517495
12/08/2021	17697		850 hathaway	1	11/11/2021	1,378.13	105186
12/08/2021	17697		propane-501 main	1	11/11/2021	1,289.92	105195
12/08/2021	17697		1800 beaver creek road	1	11/24/2021	682.73	517495
01/12/2022	17795		1800 beaver creek road	1	12/22/2021	742.37	512000
01/12/2022	17795		850 hathaway	2	12/22/2021	2,493.33	102000
01/12/2022	17795		propane-501 main	3	12/22/2021	1,259.03	102000
01/12/2022	17795		propane-501 main	4	12/22/2021	1,272.33	102000
12/08/2021	17697		1800 beaver creek road	1	10/28/2021	713.11	517495
Total 916:						10,761.80	
12/13/2021	17711	Hand Hotel	lighting winner	1	12/13/2021	300.00	105110
Total 1084:						300.00	
01/06/2022	17778	Main Street Garage	2013 tahoe	1	01/06/2022	.00	105420
			2013 tahoe	3	01/06/2022		105420
01/07/2022	17785		2013 tahoe	4	01/06/2022	524.64	105420
Total 1336:						524.64	
12/21/2021	17740	Newman Traffic Signs	signs	1	12/16/2021	610.50	105670
Total 1492:						610.50	
01/12/2022	17798	Pikes Peak Area Council of	annual dues	1	01/05/2022	596.00	105140
Total 1660:						596.00	
12/13/2021	17714	Postal Pros Southwest, Inc	water billing	1	12/10/2021	312.82	517218
01/12/2022	17799		water billing	1	01/06/2021	348.84	517218
Total 1699:						661.66	
12/13/2021	17716	Town of Fairplay	501 main	1	11/30/2021	303.20	105195
12/13/2021	17716		850 hathaway	1	11/30/2021	101.70	105186
01/12/2022	17803		850 hathaway	1	12/31/2021	96.00	102000
01/12/2022	17803		501 main	1	12/31/2021	479.90	102000
Total 2134:						980.80	
01/21/2022	17819	USABlueBook	supplies	1	01/06/2022	145.76	105630
01/28/2022	17832		supplies	1	01/24/2022	110.31	517670
02/01/2022	17846		supplies	1	01/27/2022	254.54	105830
Total 2176:						510.61	
01/04/2022	17771	USDA Forest Service	Water Trans Pipeline	1	01/01/2022	157.29	517455
Total 2182:						157.29	
12/31/2021	17752	Utility Notification Center	RTL Transmissions	1	12/31/2021	196.68	517455

Check Issue Date	Check Number	Name	Description	Seq	Invoice Date	Check Amount	GL Account
12/31/2021	17752		RTL Transmissions	1	12/31/2021	196.68	517650
02/01/2022	17849		RTL Transmissions	1	01/31/2022	58.50	517455
02/01/2022	17849		RTL Transmissions	1	01/31/2022	58.50	517650
Total 2194:						510.36	
12/31/2021	17753	Verizon Wireless	cell Phone - public works	1	12/31/2021	92.08	105645
12/31/2021	17753		jet pack	2	12/31/2021	40.01	105130
12/31/2021	17753		Phones and air cards	3	12/31/2021	280.70	105455
01/28/2022	17833		jet pack	1	01/15/2022	40.01	105130
01/28/2022	17833		cell Phone - public works	2	01/15/2022	40.70	105645
01/28/2022	17833		Phones and air cards	3	01/15/2022	282.79	105455
Total 2212:						776.29	
12/08/2021	17707	Xcel Energy	street lights	1	12/01/2021	808.84	105640
12/31/2021	17757		945 quarry road	1	12/14/2021	17.76	517490
01/04/2022	17772		901 main	1	12/20/2021	432.05	102000
01/04/2022	17772		747 bogue	1	12/20/2021	16.39	102000
12/31/2021	17757		1800 beaver creek road	1	12/20/2021	1,432.71	517495
12/31/2021	17757		fairplay sign #1	1	12/20/2021	13.43	105640
12/31/2021	17757		117 silverheels road	1	12/20/2021	11.38	105841
12/31/2021	17757		chlorinator	1	12/20/2021	121.01	517470
12/31/2021	17757		monument sign	1	12/20/2021	33.15	105640
12/31/2021	17757		850 hathaway	1	12/20/2021	251.03	105186
12/31/2021	17757		501 main	1	12/20/2021	344.36	105195
12/31/2021	17757		san plant	1	12/22/2021	3,974.56	517680
12/31/2021	17757		1190 castello	1	12/23/2021	174.31	105650
12/31/2021	17757		200 2nd street	2	12/23/2021	96.68	517470
12/31/2021	17757		157 6th	3	12/23/2021	85.16	105640
12/31/2021	17757		156 5th	4	12/23/2021	11.38	105640
12/31/2021	17757		589 platte	5	12/23/2021	11.38	105841
12/31/2021	17757		419 front	6	12/23/2021	11.77	105640
01/21/2022	17822		street lights	1	01/03/2022	813.35	105640
02/01/2022	17847		945 quarry road	1	01/17/2022	20.16	517490
02/01/2022	17847		901 main	1	01/21/2022	236.57	105023
02/01/2022	17847		117 silverheels road	1	01/21/2022	11.38	105841
02/01/2022	17847		747 bogue	1	01/21/2022	15.65	105841
02/01/2022	17847		chlorinator	1	01/21/2022	97.37	517470
02/01/2022	17847		1800 beaver creek road	1	01/21/2022	795.17	517495
02/01/2022	17847		fairplay sign #1	1	01/21/2022	13.46	105640
02/01/2022	17847		501 main	1	01/21/2022	405.55	105195
02/01/2022	17847		monument sign	1	01/21/2022	32.41	105640
02/01/2022	17847		764811662	1	01/21/2022	259.76	105186
02/01/2022	17847		san plant	1	01/24/2022	4,174.98	517680
02/01/2022	17852		1190 castello	1	01/25/2022	130.29	105650
02/01/2022	17852		200 2nd street	2	01/25/2022	93.15	517470
02/01/2022	17852		157 6th street	3	01/25/2022	81.39	105640
02/01/2022	17852		156 5th street	4	01/25/2022	11.38	105640
02/01/2022	17852		589 platte drive	5	01/25/2022	11.38	105841
02/01/2022	17852		419 front	6	01/25/2022	11.89	105841
Total 2296:						15,062.64	
02/01/2022	17844	South Park Ace & Lumber	Supplies	1	01/25/2022	39.04	514234
02/01/2022	17844		Supplies	2	01/25/2022	65.93	517465
02/01/2022	17844		Supplies	3	01/25/2022	8.79	105625

Check Issue Date	Check Number	Name	Description	Seq	Invoice Date	Check Amount	GL Account
02/01/2022	17844		Supplies	4	01/25/2022	8.78	517242
02/01/2022	17844		Supplies	5	01/25/2022	25.99	105445
02/01/2022	17844		Supplies	6	01/25/2022	104.97	105025
02/01/2022	17844		Supplies	7	01/25/2022	17.99	105850
02/01/2022	17844		Supplies	8	01/25/2022	19.98	105134
02/01/2022	17844		Supplies	9	01/25/2022	16.14	517465
02/01/2022	17844		Supplies	10	01/25/2022	6.99	105027
01/04/2022	17770		Supplies	1	12/22/2021	182.83	102000
01/04/2022	17770		Sp	2	12/22/2021	196.97	512000
Total 2405:						694.40	
12/08/2021	17700	KONICA MINOLTA BUSIN	C364E Copier	1	11/28/2021	339.90	105032
01/12/2022	17796		C364E Copier	1	12/29/2021	332.87	102000
Total 2448:						672.77	
01/21/2022	17809	CIRSA	liability ins	1	01/18/2022	79.28	105630
01/04/2022	17762		liability ins	1	01/01/2022	10,435.84	105487
01/04/2022	17762		liability ins	2	01/01/2022	19,612.82	106115
01/04/2022	17762		liability ins	3	01/01/2022	13,075.20	517340
01/04/2022	17762		Workman's Comp	1	01/01/2022	5,964.00	105614
01/04/2022	17762		Workman's Comp	2	01/01/2022	3,001.00	517014
01/04/2022	17762		Workman's Comp	3	01/01/2022	37.00	105314
01/04/2022	17762		Workman's Comp	4	01/01/2022	667.00	105014
01/04/2022	17762		Workman's Comp	5	01/01/2022	13,623.00	105414
Total 2490:						66,495.14	
01/12/2022	17790	CARD SERVICES	Supplies	1	01/03/2022	1,158.24	102000
01/12/2022	17790		Supplies	2	01/03/2022	80.59	512000
12/14/2021	17724		Supplies	1	12/01/2021	112.43	105630
12/14/2021	17724		Supplies	2	12/01/2021	35.88	105883
12/14/2021	17724		Supplies	3	12/01/2021	65.93	517214
12/14/2021	17724		hotel-grader inspection	4	12/01/2021	151.66	105670
12/14/2021	17724		training	5	12/01/2021	425.90	517425
12/14/2021	17724		Supplies	6	12/01/2021	1,770.00	105883
12/14/2021	17724		dues	7	12/01/2021	10.00	105070
12/14/2021	17724		Supplies	8	12/01/2021	79.00	105883
12/14/2021	17724		Supplies	9	12/01/2021	29.65	105170
12/14/2021	17724		web hosting	10	12/01/2021	14.99	105130
12/14/2021	17724		Postage	11	12/01/2021	103.32	517218
12/14/2021	17724		Postage	12	12/01/2021	11.90	105035
12/14/2021	17724		Supplies	13	12/01/2021	19.59	105445
12/14/2021	17724		Supplies	14	12/01/2021	56.60	105450
12/14/2021	17724		Supplies	15	12/01/2021	56.95	105445
12/14/2021	17724		car wash	16	12/01/2021	9.50	105420
12/14/2021	17724		Supplies	17	12/01/2021	36.55	105630
12/14/2021	17724		Supplies	18	12/01/2021	36.55	517214
12/14/2021	17724		Supplies	19	12/01/2021	160.72	105170
12/14/2021	17724		Supplies	20	12/01/2021	324.02	105134
12/14/2021	17724		Supplies	21	12/01/2021	34.74	105130
12/14/2021	17724		Supplies	22	12/01/2021	34.74	517214
12/14/2021	17724		Supplies	23	12/01/2021	31.98	105174
Total 2503:						4,532.25	

Check Issue Date	Check Number	Name	Description	Seq	Invoice Date	Check Amount	GL Account
12/21/2021	17738	Hahn Water Resources, LL	consulting	1	12/14/2021	765.00	517430
01/06/2022	17777		consulting	1	12/31/2021	595.00	512000
Total 2509:						1,360.00	
Multiple	17607	Mountain Grown Gardens,	flower seed	1	10/21/2021	.00	105134
			flower seed	2	10/21/2021		105134
12/08/2021	17702		flower seed	1	10/21/2021	41.00	105134
01/04/2022	17767		Bloom Baskets	1	01/01/2022	3,447.50	105134
Total 2517:						3,488.50	
12/14/2021	17729	KSBV Radio	Radio Ads	1	12/07/2021	475.00	105130
Total 2533:						475.00	
02/01/2022	17837	Auto Truck Group	Snowplow parts	1	01/27/2022	759.20	105670
Total 2567:						759.20	
01/21/2022	17808	Carrot-Top Industries	flags	1	01/07/2022	64.27	105027
01/21/2022	17808		Cemetery Flags	2	01/07/2022	257.09	105850
Total 2579:						321.36	
02/01/2022	17840	CenturyLink	acct 719-836-4609 502B	1	01/19/2022	65.70	517470
02/01/2022	17840		7198362622355B	1	01/19/2022	535.58	105065
12/31/2021	17748		7198362622355B	1	12/19/2021	523.06	105065
12/31/2021	17748		acct 719-836-4609 502B	1	12/19/2021	65.34	517470
12/31/2021	17748		acct 82239760	1	12/23/2021	20.05	105065
02/01/2022	17840		acct 82239760	1	01/24/2022	17.14	105065
Total 2614:						1,226.87	
12/21/2021	17736	Comm-One Inc.	phone system maintenanc	1	12/14/2021	225.00	105065
Total 2642:						225.00	
01/21/2022	17821	Wittbrodt, Kim	cell phone reimb	1	01/21/2022	50.00	105065
12/14/2021	17734		cell phone reimb	1	12/13/2021	50.00	105065
Total 2655:						100.00	
01/12/2022	17793	Colorado Natural Gas, Inc.	natural gas-shop	1	01/01/2022	992.88	105650
01/12/2022	17793		sewer treatment plant	1	01/01/2022	2,603.18	517680
01/12/2022	17793		natural gas	1	01/01/2022	305.99	105023
01/12/2022	17793		san office	1	01/01/2022	335.85	517234
12/13/2021	17709		sewer treatment plant	1	12/03/2021	2,087.46	517680
12/13/2021	17709		san office	1	12/03/2021	225.96	517234
12/13/2021	17709		natural gas-shop	1	12/03/2021	714.96	105650
12/13/2021	17709		natural gas	1	12/03/2021	187.19	105023
Total 2728:						7,453.47	
12/13/2021	17710	David Kintz, Jr.	xmas light contest winner-r	1	12/13/2021	200.00	105110

Check Issue Date	Check Number	Name	Description	Seq	Invoice Date	Check Amount	GL Account
Total 2786:						200.00	
12/13/2021	17713	Mobile Record Shredders	record shredding	1	06/30/2021	12.00	105030
01/21/2022	17816		record shredding	1	01/19/2022	12.00	105030
Total 2793:						24.00	
01/12/2022	17791	Chaffee County Waste	6 yd weekly	1	01/01/2022	400.00	102000
01/12/2022	17791		2 yd biweekly	2	01/01/2022	138.00	512000
01/04/2022	17761		6 yd weekly	1	01/01/2022	100.00	105023
01/04/2022	17761		6 yd weekly	2	01/01/2022	100.00	105650
01/04/2022	17761		2 yd biweekly	3	01/01/2022	69.00	517675
Total 2801:						807.00	
01/21/2022	17807	Bullock, Julie	cell phone reimburse	1	01/21/2022	25.00	105645
01/21/2022	17807		cell phone reimburse	2	01/21/2022	25.00	517226
02/01/2022	17838		forks	1	02/01/2022	11.49	105166
12/14/2021	17723		cell phone reimburse	1	12/13/2021	25.00	105065
12/14/2021	17723		cell phone reimburse	2	12/13/2021	25.00	105645
Total 2812:						111.49	
12/08/2021	17704	Psychological Dimensions,	psych evaluations	1	12/03/2021	350.00	105480
Total 2816:						350.00	
12/31/2021	17751	Mountain Peak Controls, In	troubleshooting	1	12/23/2021	250.00	517655
01/04/2022	17768		transmitter	1	01/03/2022	250.00	517655
02/01/2022	17842		scada maintenance	1	02/01/2022	1,000.00	517625
Total 2861:						1,500.00	
12/13/2021	17708	Colorado Analytical Lab	water testing	1	12/08/2021	23.00	517475
12/21/2021	17735		waste water testing	1	12/15/2021	380.00	517665
01/21/2022	17810		water testing	1	01/14/2022	23.00	517475
01/28/2022	17827		waste water testing	1	01/24/2022	380.00	517665
Total 2864:						806.00	
01/28/2022	17831	Tolin Mechanical	contract maintenance	1	01/15/2022	758.00	517655
Total 2867:						758.00	
01/21/2022	17813	In Compliance Products, In	labor poster	1	01/08/2022	25.00	105070
01/21/2022	17813		labor poster	1	01/08/2022	25.00	517214
Total 2872:						50.00	
12/14/2021	17730	Promark Industries, LLC	ford repair	1	12/10/2021	467.08	105420
01/04/2022	17769		ford repair	1	12/14/2021	222.12	102000
Total 2887:						689.20	
12/08/2021	17703	Municode	support fee	1	12/02/2021	225.00	105075
01/06/2022	17780		online hosting/setup banne	1	01/06/2022	450.00	105060

Check Issue Date	Check Number	Name	Description	Seq	Invoice Date	Check Amount	GL Account
01/06/2022	17780		online ordinances	2	01/06/2022	300.00	105075
01/06/2022	17780		support fee	1	01/06/2022	350.00	105075
Total 2890:						1,325.00	
01/06/2022	17782	Shirley Septic Pumping, In	marathon port a pots	1	08/06/2021	420.00	102000
01/28/2022	17830		beach	1	01/21/2022	124.09	105842
01/06/2022	17782		beach	1	11/26/2021	124.09	102000
01/06/2022	17782		beach	1	12/24/2021	124.09	102000
01/28/2022	17830		cohen park	1	01/21/2022	246.00	105842
01/06/2022	17782		cohen park	1	11/26/2021	246.00	102000
01/06/2022	17782		cohen park	1	12/24/2021	246.00	102000
01/28/2022	17830		town hall	1	01/21/2022	228.00	105120
01/06/2022	17782		town hall	1	11/26/2021	228.00	102000
01/06/2022	17782		town hall	1	12/24/2021	228.00	102000
Total 2893:						2,214.27	
01/12/2022	17800	Rise Broadband	internet	1	01/01/2022	30.00	517226
12/08/2021	17705		internet	1	12/01/2021	118.00	517226
Total 2900:						148.00	
01/12/2022	17794	Fairplay Auto Supply	supplies	1	12/31/2021	6.98	105625
01/12/2022	17794		supplies	2	12/31/2021	169.99	105025
01/12/2022	17794		supplies	3	12/31/2021	169.99	517655
Total 2948:						346.96	
12/31/2021	17746	Apex Technology Systems	computer maintenance	1	12/30/2021	50.00	105465
12/31/2021	17746		computer maintenance	2	12/30/2021	85.00	105060
12/31/2021	17746		computer maintenance	3	12/30/2021	235.00	105630
12/31/2021	17746		computer maintenance	4	12/30/2021	235.00	517206
12/31/2021	17746		computer maintenance	1	12/30/2021	500.00	105630
12/31/2021	17746		computer maintenance	2	12/30/2021	500.00	517206
12/31/2021	17746		computer maintenance	3	12/30/2021	500.00	105060
12/31/2021	17746		computer maintenance	4	12/30/2021	500.00	105465
Total 2986:						2,605.00	
01/04/2022	17766	Lexipol, LLC	annual subscription	1	12/31/2021	2,524.87	105465
Total 3096:						2,524.87	
12/08/2021	17698	Hunn Planning & Policy, LL	planning fees	1	12/06/2021	575.00	105105
12/31/2021	17749		planning fees	1	12/31/2021	350.00	105105
Total 3183:						925.00	
12/14/2021	17727	House of Signs	magnetic town logo signs	1	12/13/2021	206.67	105070
Total 3201:						206.67	
12/08/2021	17701	Montrose Water Factory, L	bottled water	1	11/01/2021	26.25	105120
01/06/2022	17779		bottled water	1	12/27/2021	17.50	102000

Check Issue Date	Check Number	Name	Description	Seq	Invoice Date	Check Amount	GL Account
Total 3211:						43.75	
01/06/2022	17781	SGM	mustang ridge	1	01/04/2022	6,329.00	102000
02/01/2022	17843		engineering	1	01/25/2022	344.00	105105
12/21/2021	17741		middlefork	1	12/16/2021	1,989.00	105105
01/06/2022	17781		501 main	1	01/04/2022	31.75	102000
12/21/2021	17741		engineering	1	12/16/2021	1,092.00	105105
01/06/2022	17781		habitat project	1	01/04/2022	117.00	102000
12/21/2021	17741		habitat project	1	12/14/2021	2,993.00	105105
01/21/2022	17818		engineering-habitat	1	01/21/2022	78.00	105105
01/06/2022	17781		middlefork	1	01/04/2022	546.00	102000
01/21/2022	17818		engineering-kopunec	1	01/21/2022	234.00	105105
01/06/2022	17781		engineering	1	01/04/2022	351.00	102000
Total 3272:						14,104.75	
12/14/2021	17732	Vertical Property Services	replace curb stop 245 cast	1	12/13/2021	3,097.50	517445
Total 3303:						3,097.50	
12/08/2021	17699	Internetwork Experts Corp.	computer maintenance	1	12/01/2021	46.75	105065
01/04/2022	17765		computer maintenance	1	01/01/2022	46.75	105065
Total 3312:						93.50	
01/21/2022	17811	Ernst, Sarah	cell phone reimburse	1	01/21/2022	50.00	105065
12/14/2021	17725		cell phone reimburse	1	12/13/2021	50.00	105065
Total 3313:						100.00	
01/12/2022	17797	Park County Government	monthly internet	1	01/01/2022	52.50	105065
01/12/2022	17797		monthly internet	2	01/01/2022	52.50	105455
01/12/2022	17797		monthly internet	3	01/01/2022	105.00	517226
Total 3381:						210.00	
01/06/2022	17784	UniFirst	calibration	1	01/03/2022	88.70	517655
Total 3462:						88.70	
12/31/2021	17754	Warm Springs Consulting	contract	1	12/31/2021	4,500.00	517417
12/31/2021	17754		contract	1	12/31/2021	5,000.00	517627
02/01/2022	17850		contract	1	02/01/2022	4,500.00	517417
02/01/2022	17850		contract	1	02/01/2022	5,000.00	517627
Total 3463:						19,000.00	
01/21/2022	17806	Bannister, Chris	cell phone reimburse	1	01/21/2022	25.00	105645
12/14/2021	17721		cell phone reimburse	1	12/13/2021	25.00	517226
12/14/2021	17721		cell phone reimburse	2	12/13/2021	25.00	105645
Total 3464:						75.00	
01/06/2022	17775	Creative Product Source, I	sparkle pencils	1	11/15/2021	377.38	102000

Check Issue Date	Check Number	Name	Description	Seq	Invoice Date	Check Amount	GL Account
Total 3486:						377.38	
01/21/2022	17820	Wagner, Alex	cell phone reimburse	1	01/21/2022	25.00	517226
01/21/2022	17820		cell phone reimburse	2	01/21/2022	25.00	105645
12/14/2021	17733		cell phone reimburse	1	12/13/2021	25.00	105645
12/14/2021	17733		cell phone reimburse	2	12/13/2021	25.00	517226
Total 3506:						100.00	
01/06/2022	17783	Timberline Properties Hom	plow 850 hathaway	1	12/31/2021	200.00	102000
02/01/2022	17845		plow 850 hathaway	1	01/31/2022	300.00	105186
Total 3510:						500.00	
01/21/2022	17814	Keith Chisholm	reimburse supplies-water p	1	01/21/2022	91.80	517480
12/31/2021	17750		reimburse for battery	1	12/31/2021	39.99	517495
12/13/2021	17712		risers	1	12/09/2021	423.17	105670
Total 3514:						554.96	
01/21/2022	17812	Graham, Donovan	cell phone reimburse	1	01/21/2022	25.00	105645
01/21/2022	17812		cell phone reimburse	2	01/21/2022	25.00	517226
12/14/2021	17726		cell phone reimburse	1	12/13/2021	25.00	517226
12/14/2021	17726		cell phone reimburse	2	12/13/2021	25.00	105645
Total 3519:						100.00	
12/21/2021	17739	Kenosha Pest Specialist	pest control	1	12/17/2021	30.00	105025
12/21/2021	17739		pest control	1	12/17/2021	30.00	517210
02/01/2022	17841		pest control	1	01/28/2022	30.00	105025
02/01/2022	17841		pest control	1	01/28/2022	30.00	517260
Total 3564:						120.00	
12/14/2021	17722	Big Cat Builders	seal and chink 901 main	1	12/14/2021	1,820.00	105025
Total 3577:						1,820.00	
01/12/2022	17801	Sciacca, Janell	supplies	1	01/07/2022	.00	105027
01/12/2022	17801		foor for work session	2	01/07/2022	.00	105110
			supplies	3	01/07/2022		105027
			foor for work session	4	01/07/2022		105110
01/21/2022	17817		cell phone reimburse	1	01/21/2022	50.00	105065
12/14/2021	17731		cell phone reimburse	1	12/13/2021	50.00	105065
Total 3583:						100.00	
12/08/2021	17706	Wilson Williams LLP	legal-bill back	1	11/30/2021	1,844.88	105057
12/31/2021	17756		legal-bill back	1	12/31/2021	115.00	105057
12/31/2021	17756		legal-bill back	1	12/31/2021	851.30	105057
02/01/2022	17851		legal-bill back	1	01/31/2022	3,242.88	105057
Total 3586:						6,054.06	
12/13/2021	17717	Wear Parts & Equipment C	plow bits	1	12/09/2021	2,782.26	105670

Check Issue Date	Check Number	Name	Description	Seq	Invoice Date	Check Amount	GL Account
Total 3589:						2,782.26	
01/21/2022	17815	Kleinschmidt, Sean	cell phone reimburse	1	01/21/2022	25.00	517226
01/21/2022	17815		cell phone reimburse	2	01/21/2022	25.00	105645
12/14/2021	17728		cell phone reimburse	1	12/13/2021	25.00	105645
12/14/2021	17728		cell phone reimburse	2	12/13/2021	25.00	517226
Total 3590:						100.00	
12/31/2021	17745	AIRS, Inc.	training	1	12/27/2021	550.00	105424
Total 3591:						550.00	
12/31/2021	17755	Weidner	meter for water project	1	12/03/2021	3,080.42	517430
Total 3592:						3,080.42	
01/04/2022	17773	Butler Machinery - Corp	Cat Motor Grader	1	01/04/2022	145,750.00	325820
Total 3593:						145,750.00	
01/06/2022	17776	Excell Pump Services	parts for pump house proje	1	12/10/2021	13,001.75	512000
Total 3594:						13,001.75	
01/28/2022	17834	Zuni Sign Company	cohen park sign	1	01/28/2022	686.00	105830
01/28/2022	17834		cohen park sign	2	01/28/2022	1,000.00	207310
Total 3595:						1,686.00	
Grand Totals:						366,920.40	

Report Criteria:
 Detail report type printed

Mayberry & Company, LLC

Certified Public Accountants

Member of the American Institute of Certified Public Accountants
Governmental Audit Quality Center
and Private Company Practice Section

January 11, 2022

To the Board of Trustees
Town of Fairplay

We are engaged to audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Fairplay for the year ended December 31, 2021. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process. If you have any questions or concerns that you would like for us to include as part of our audit procedures, please feel free to contact us directly.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated July 17, 2020, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Other Information in Documents Containing Audited Financial Statements

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will communicate our significant findings at the conclusion of the audit. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit on approximately February 14, 2022 and issue our report no later than June 30, 2022.

This information is intended solely for the use of the Board of Trustees and management of the Town of Fairplay and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,



Timothy P. Mayberry, Principal
Mayberry & Company, LLC
(303) 906-0744 Direct
tpmayberry@mayberrycpas.com



Town of Fairplay

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STAFF REPORT

TO: Mayor and Board of Trustees

FROM: Nina Williams, Town Attorney

RE: New Business Item A – Extension of Temporary Moratorium on Short-Term Rentals Ordinance

DATE: February 7, 2022

BACKGROUND/ANALYSIS:

On November 22, 2021, through Ordinance 2021-08, the Town Board imposed a 3-month temporary moratorium on Short-Term Rental (STR) applications to review and draft STR regulations that made the most sense to the Fairplay community, and the needs of its residents.

This moratorium expires on February 21, 2022. While Town Board has held a couple of productive work sessions, there is a desire to finish the process of public engagement and hold another at least another work session and a subsequent regular meeting to adopt an ordinance amending Chapter 6 and Chapter 16 of the Town Code accordingly. An additional 3-month temporary moratorium therefore seems reasonable and necessary to accomplish these goals and ensure consistency and fairness with Town regulations.

STAFF RECOMMENDATION / ACTION REQUIRED:

Staff recommends the Board approve Emergency Ordinance No. 1, Series 2022 as presented by motion, second, and a roll call vote. Because this is an emergency ordinance, state statute requires an affirmative vote of 4 Board members to become effective immediately.

The Board also needs to discuss setting another Work Session to continue review of draft regulations.

Attachments:

- Ordinance No. 1, Series 2022

“Where History Meets the High Country”

TOWN OF FAIRPLAY, COLORADO**EMERGENCY ORDINANCE NO. 1
(SERIES 2022)****AN ORDINANCE OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO EXTENDING A TEMPORARY MORATORIUM ON THE SUBMISSION, ACCEPTANCE, PROCESSING AND APPROVAL OF APPLICATIONS FOR ALL SHORT-TERM RENTAL LICENSES, AND DECLARING AN EMERGENCY**

WHEREAS, the Town of Fairplay, Colorado (“Town”) is a statutory town, duly organized and existing under the laws of the state of Colorado; and

WHEREAS, pursuant to C.R.S. § 31-15-401, the Town by and through its Board of Trustees (“Board”), possesses the authority to adopt laws and ordinances within its police power in furtherance of the public health, safety, and welfare; and

WHEREAS, pursuant to C.R.S. § 31-23-301 the Board also possesses the authority to adopt and enforce zoning regulations; and

WHEREAS, pursuant to such authority, the Town has previously adopted certain regulations within Chapter 6, concerning business licenses and regulations, and Chapter 16, concerning the unified development code, of the Fairplay Municipal Code (“Code”); and

WHEREAS, on November 22, 2021, through Ordinance 2021-08, the Town Board imposed a three (3) month temporary moratorium on receiving applications for review and issuing or approving short-term rental licenses in order to preserve the status quo while the Town Board and Town staff completed its review and draft of the Town’s regulatory framework for short-term rentals and its impact on the availability of housing stock; and

WHEREAS, said temporary moratorium expires on February 21, 2022, and the Town Board is still in the process of holding numerous work sessions to obtain relevant public comment, and Town staff is diligently researching and drafting new short-term rental regulations appropriate for the needs of the Fairplay community; and

WHEREAS, the Board finds that three (3) additional months is an appropriate length of time to consider and finalize draft short-term rental regulations; and

WHEREAS, in order for equitable enforcement and consistent application of the Code and the Town’s administrative regulations, it is therefore crucial that the temporary moratorium be extended for three (3) additional months from the effective date of this Ordinance; and

WHEREAS, the Board also finds and determines that the subject regulations concerning short-term rentals, as well as this short extension of the temporarily moratorium on short-term rental license applications, are necessary to the immediate preservation of the public health, safety and welfare and that this ordinance should therefore become effective upon adoption, as authorized by C.R.S. § 31-16-105.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN BOARD FOR THE TOWN OF FAIRPLAY, COLORADO as follows:

Section 1. The foregoing recitals are incorporated herein as conclusions, facts, determinations and findings by the Town of Fairplay Board of Trustees.

Section 2. Extension of Temporary Moratorium. Effective immediately, upon the effective date of this Ordinance, the three (3) month moratorium imposed on November 22, 2022, upon the submission, acceptance, processing, and approval of all applications for short-term rental licenses within the Town of Fairplay is hereby extended. No application for a short-term rental license shall be submitted to or accepted by the Town, and no such application shall be reviewed or license issued or approved in response to such an application. Town Staff and the Town Board are directed to develop and amend regulations appropriate to short-term rentals prior to the expiration of this moratorium period.

Section 3. Effective Date; Expiration. The moratorium imposed on November 22, 2021, and extended by this Ordinance, shall continue as of the effective date of this Ordinance, February 7, 2022, and shall expire three (3) months thereafter, unless repealed prior to that date, or extended to a later date.

Section 4. Should anyone or more sections or provisions of this Ordinance or of the Code provisions enacted hereby be judicially determined invalid or unenforceable, such judgment shall not affect, impair or invalidate the remaining provisions of this Ordinance or of such Code provision, the intention being that the various sections and provisions are severable.

Section 5. Emergency declaration. Pursuant to C.R.S. § 31-16-105, the Town Board hereby finds, determines, and declares that an emergency exists and that this ordinance is necessary for the immediate preservation of the public health, safety, and welfare and the financial well-being of the Town because there must be an analysis conducted on the impact on Town residents, workforce and property owners concerning short-term rentals and available housing, and there must be internal consistencies in the Code and clear regulations for all residents and property owners concerning short-term rentals, and therefore, this ordinance must be passed as an emergency ordinance.

INTRODUCED, READ AND PASSED, ADOPTED AND ORDERED PUBLISHED IN FULL in a newspaper of general circulation in the Town of Fairplay by the Board of Trustees this 7th day of February, 2022.

Frank Just, Mayor

Janell Sciacca, Town Clerk

**Town of Fairplay**

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STAFF REPORT

TO: Mayor Just and Board of Trustees

FROM: Nina Williams, Town Attorney

RE: New Business Agenda Item B – Update to Zoning of Family Child Care Homes in Response to Recent State Legislation (Ordinance No. 2)

DATE: February 7, 2022

BACKGROUND/ANALYSIS:

During the most recent legislative session, the Colorado General Assembly passed House Bill 21-1222. This law requires that family child care homes be classified as residences for purposes of licensure and local regulations, including zoning, land use development, fire and life safety, and building codes. As such, municipalities must update their local regulations to conform with this recent legislation. Ordinance No. 2 updates the Fairplay Municipal Code to provide that family childcare homes are a permitted use in residential, mixed-use, and commercial zones.

STAFF RECOMMENDATION

Staff recommends the Board approve Ordinance No. 2, Series 2022 as presented by motion, second, and a roll call vote.

Attachments:

- Ordinance No. 2, Series 2022

**TOWN OF FAIRPLAY, COLORADO
ORDINANCE NO. 2
(SERIES 2022)**

AN ORDINANCE OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO AMENDING CHAPTER 16 OF THE FAIRPLAY MUNICIPAL CODE, REGARDING THE UNIFIED DEVELOPMENT CODE, TO ADDRESS CHANGES TO FAMILY CHILD CARE HOMES REQUIRED BY RECENT STATE LEGISLATION

WHEREAS, the Town of Fairplay, Colorado (the “Town”), is a statutory town, duly organized and existing under the laws of the State of Colorado;

WHEREAS, the Board of Trustees (the “Board”) has the authority, pursuant to C.R.S. § 31-16-101, *et seq.*, to adopt and enforce all ordinances and enact laws to govern and regulate the use of land within its territory;

WHEREAS, pursuant to C.R.S. § 31-23-301 *et seq.*, the Board also possesses the authority to adopt and enforce zoning regulations;

WHEREAS, under such authority, the Board has previously adopted land use and zoning regulations, codified as Chapter 16 of the Fairplay Municipal Code (the “Code”);

WHEREAS, the Board desires to adopt and amend certain regulations related to family child care homes, as required by Colorado House Bill 21-1222 (“HB 21-1222”);

WHEREAS, current state law defines a “family child care home” as a type of state-licensed child care facility serving up to twelve children which is operated by a person who resides in the same dwelling where the care is provided;

WHEREAS, the new state legislation requires local governments to treat family child care homes as a residential property use in the application of zoning, land use development, fire and life safety, sanitation, and building code regulations; and

WHEREAS, the Board finds it desirable and appropriate, and in the best interest of the general health, safety, and welfare of its citizens to amend Chapter 16 of the Code, as it relates to family child care homes, and to ensure compliance with HB 12-1222.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF FAIRPLAY, COLORADO, AS FOLLOWS:

Section 1. Recitals. The foregoing recitals are incorporated herein as findings and determinations of the Town of Fairplay Board of Trustees.

Section 2. Section 16-7-70 of the Fairplay Municipal Code, concerning day care centers and day care homes for adults and children, is hereby amended to read as follows:

Sec. 16-7-70. Day care center or home, adult or child.

Where identified as a use, a home day care facility shall be subject to the following:

(A) A home day care shall comply with all applicable license requirements of the State of Colorado.

(B) External alterations that would change the residential character of the property shall be prohibited.

~~(C) Any play equipment associated with a home child day care shall not be located within the primary front yard of the lot.~~

~~(D)~~ (C) Signage shall comply with the standards set forth in this Chapter.

~~(E)~~ (D) The exterior of the building shall be similar in appearance to that of the surrounding residential character of the neighborhood in which it is located including, but not limited to, materials, color, roof pitch and detailing.

~~(F)~~ (E) Parking shall be provided in accordance with the standards set forth in this Chapter.

Section 3. Section 16-26-20 of the Fairplay Municipal Code, concerning definitions, is hereby amended to read as follows:

Sec. 16-26-20. Definitions.

For the purpose of this UDC, certain words and terms are defined as follows:

...

Child day care center means a non-residential facility which provides regular care and supervision for any number of children during the day for compensation.

Child day care home means a residential dwelling, ~~whether~~ licensed by the State ~~or not~~, regularly providing, for a fee, less than twenty-four-hour care for ~~at least two (2) or more~~ **up to twelve (12)** children under the age of eighteen (18) years **and operated by a person who resides in the same dwelling where the care is provided.** ~~who are not related to the operator of the day care home. For purposes of this definition, regularly means more than one (1) time per week.~~

...

Family child care home **shall have the same meaning as a “child day care home.”** ~~means a residential dwelling, whether licensed by the State or not, providing, for a fee, less than twenty-four-hour temporary care for at least two (2) but not more than twelve (12) a fee in~~

a family environment for children under the age of eighteen (18) years who are not related to the owner or operator of the dwelling and where total occupancy exceeds six (6) persons, but excluding foster care homes.

Section 4. Section 16-5-30 of the Fairplay Municipal Code, concerning the table of uses, is hereby amended to read as follows:

Sec. 16-5-30. Table of uses.

Table of Uses									
P=Permitted Use, S=Special Use, ■=Prohibited Use									
Land Use	Residential		Mixed Use	Commercial			Light Indus.	Public	
	SF-Res	MF-Res	T	TC	C	MU	LI	CC	POST
...									
Day care—child or adult	S	S	S	S	S	S	■	■	■
<u>Day care home—child</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>■</u>	<u>■</u>	<u>■</u>
Day care center, child	■	■	S	S	S	S	S	■	■

Section 5. Severability. If any clause, sentence, paragraph or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 6. Effective Date. This Ordinance shall become effective thirty (30) days after final publication.

INTRODUCED, READ, ADOPTED, AND ORDERED PUBLISHED this 7TH day of FEBRUARY, 2022.

TOWN OF FAIRPLAY, COLORADO

Frank Just, Mayor

ATTEST:

Janell Sciacca, Town Clerk



Town of Fairplay
400 Front Street • P.O. Box 267
Fairplay, Colorado 80440
(719) 836-2622 phone
(719) 836-3279 fax
www.fairplayco.us

STAFF REPORT

TO: Mayor and Board of Trustees

FROM: Janell Sciacca, Town Administrator

RE: New Business Item C – Amendment to Municipal Code Regarding Regular Meetings Ordinance 3, Series 2022

DATE: February 7, 2022

BACKGROUND/ANALYSIS:

One of the main duties of the Town Clerk is to review and recommend updates to the Town Code to keep it current and in conformance with local, state and federal rules and regulations as well as general policies, procedures and practices of the governing body.

It was brought to the Town Clerk's attention that Section 2-2-60 – Regular meetings, required updating to reflect that the time of Board of Trustee meetings was changed from 7:00 p.m. to 6:00 p.m. Town records indicate the Board began meeting at 6:00 p.m. in the last quarter of 2014 and therefore the Code should be updated to reflect this change and that 6:00 p.m. is the official start time of the governing body's regular meetings.

STAFF RECOMMENDATION

Staff recommends the Board approve Ordinance No. 3, Series 20221 as presented by motion, second and a roll call vote.

Attachments:

- Ordinance No. 3, Series 2022

TOWN OF FAIRPLAY, COLORADO

**ORDINANCE NO. 3
(SERIES 2022)**

**AN ORDINANCE OF THE TOWN OF FAIRPLAY, COLORADO,
AMENDING CHAPTER 2 – ADMINISTRATION AND PERSONNEL OF
THE FAIRPLAY MUNICIPAL CODE REGARDING REGULAR
MEETINGS.**

WHEREAS, the Town Board of Trustees previously adopted Ordinance 11, Series 2002 enacting the Town of Fairplay Municipal Code and as part thereof set forth the dates and times of Regular Meetings of the Board of Trustees; and

WHEREAS, Section 2-2-60 – Regular meetings, currently states regular meetings of the Board of Trustees shall normally be held on the first and third Monday of each month at the Town Hall at 7:00 p.m; and

WHEREAS, the Board has determined that starting regular meetings at 6:00 PM has become regular practice and affords additional time for tending to important business of the Town;

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE TOWN OF FAIRPLAY, COLORADO, ORDAINS:

SECTION 1. Chapter 2 – Administration and Personnel of the Fairplay Municipal Code and Article II – Mayor and Board of Trustees, Section 2-2-60. – Regular meetings, is hereby amended to read as follows:

The regular meetings of the Board of Trustees shall normally be held on the first and third Monday of each month at the Town Hall at 6:00 p.m., except on legal holidays, when no meeting shall be held, or at such other times as otherwise established by announcement and/or publication upon the affirmative vote of the Board of Trustees at a public meeting.

SECTION 2. Safety Clause. The Town Board hereby finds, determines and declares that this Ordinance is promulgated under the general police power of the Town of Fairplay, that it is promulgated for the health, safety and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Town Board further determines that the Ordinance bears a rational relation to the proper legislative object sought to be obtained.

SECTION 3. Severability. If any clause, sentence, paragraph or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

SECTION 4. This Ordinance shall become effective thirty (30) days after final publication.

INTRODUCED, READ, ADOPTED, AND ORDERED PUBLISHED this 7TH day of FEBRUARY, 2022.

TOWN OF FAIRPLAY, COLORADO

Frank Just, Mayor

ATTEST:

Janell Sciacca, Town Clerk



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STAFF REPORT

TO: Mayor and Board of Trustees

FROM: Janell Sciacca, Town Administrator

RE: New Business Item D – Adoption of Fairplay Public Works Manual
 Resolution No. 5, Series 2022

DATE: February 7, 2022

BACKGROUND/ANALYSIS:

The Town of Fairplay recognized that its rules and regulations for the construction of infrastructure was lacking and enlisted the assistance of the Town engineering firm SGM to draft a Public Works Manual for adoption to act as a guide for the uniform design and construction of infrastructure including roads, water and sewer facilities, drainage conveyance structures, and other municipal infrastructure and appurtenances within the Town of Fairplay.

The proposed manual identifies the minimum standards, specifications, and processes necessary to achieve public safety, functional effectiveness, ease of maintenance, uniform materials, and consistent lines of communication. Staff is recommending adoption by Resolution instead of Ordinance so that necessary updates that need to be made to keep it current and applicable can be more easily and immediately incorporated as standards and specifications change.

STAFF RECOMMENDATION

The Public Works Manual is a very important development review tool for the Town and therefore Staff recommends the Board approve Resolution No. 5, Series 2022 as presented by motion, second and a roll call vote.

Attachments:

- Resolution No. 5, Series 2022
- Exhibit A - Town of Fairplay Public Works Manual

“Where History Meets the High Country”

TOWN OF FAIRPLAY, COLORADO

**RESOLUTION NO. 5
SERIES OF 2022**

**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY,
COLORADO ADOPTING THE FAIRPLAY PUBLIC WORKS MANUAL.**

WHEREAS, the Board of Trustees recognizes that the adoption and implementation of a Public Works Manual is an integral part of the effectiveness of Town Government; and

WHEREAS, a Public Works Manual is an important guide that sets forth the uniform design and construction of infrastructure including roads, water and sewer facilities, drainage conveyance structures, and other municipal infrastructure and appurtenances within the Town of Fairplay; and

WHEREAS, a Public Works Manual identifies the minimum standards, specifications, and processes necessary to achieve public safety, functional effectiveness, ease of maintenance, uniform materials and consistent lines of communication; and

WHEREAS, the Fairplay Public Works Manual was prepared by the Town's contract engineering firm SGM, and reviewed by Town Staff and Town Attorney;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR
THE TOWN OF FAIRPLAY, COLORADO THAT:**

Section 1. The document attached hereto as **Exhibit A "Public Works Manual"** is hereby adopted as written and shall become effective immediately upon adoption.

Section 2. The Town Board will review the Public Works Manual as necessary to ensure the specifications contained therein are meeting original intent.

Section 3. The Town Administrator shall promulgate, review and recommend changes to the Town Board as necessary for approval.

Section 4. A copy of the Public Works Manual shall be kept on file in the Town Clerk's Office for inspection.

RESOLVED, APPROVED, and ADOPTED this 7TH day of FEBRUARY, 2022.

TOWN OF FAIRPLAY, COLORADO

ATTEST:

Frank Just, Mayor

Janell Sciacca, Town Clerk

PUBLIC WORKS MANUAL

TOWN OF FAIRPLAY



2022

PREPARED BY:

SGM

245 E. HIGHWAY 50, SUITE 1
SALIDA, CO 81201



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DIVISION 1



Division 1 Introduction

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INTRODUCTION

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PART 1 GENERAL**1.01 INTRODUCTION.**

This Public Works Manual for the Town of Fairplay has been authorized by Resolution No. _____. This document shall be known as the “Town of Fairplay Public Works Manual.”

1.02 PURPOSE

The purpose of this Public Works Manual is to act as a guide for the uniform design and construction of infrastructure including roads, water and sewer facilities, drainage conveyance structures, and other municipal infrastructure and appurtenances within the Town of Fairplay. This Manual identifies the minimum standards, specifications, and processes necessary to achieve public safety, functional effectiveness, ease of maintenance, uniform materials and consistent lines of communication.

1.03 SCOPE AND APPLICATION

These regulations apply to lands within the town limits of the Town of Fairplay and adjacent lands served or impacting the Town.

1.04 WAIVER.

No waiver of these regulations, standards and specifications shall be valid unless approved by the Town or representatives of the Town in writing. A waiver shall be project specific and shall not establish a precedent for any other proposed waiver. A request for a waiver must be made in writing and identify a detailed explanation of why the proposed waiver is warranted by site-specific conditions. No public hearing is required for determination of a waiver by the Town Administrator or Town Engineer.

1.05 KEY PLAYERS

1. Town of Fairplay
 - a. Board of Trustees
 - b. Town Administrator
 - c. Town Staff
 - d. Town Engineer

1.06 KEY DOCUMENTS

1. Fairplay Municipal Code
2. Establishing Contract
3. Town of Fairplay Public Works Manual

1.07 DESIGN REVIEW PROCESS KEY CONCEPTS

1. The Town will review all civil infrastructures within its jurisdiction through the Town Engineer for compliance with the Public Works Manual.
2. The Town will ask the Owner’s Engineer to submit during the land use process, a report, which discusses compliance with the Comprehensive Plan and the trigger points for expansion of the wholesale infrastructure if needed.

DIVISION 2



Division 2 Submittal Requirements

INDEX

SUBMITTAL REQUIREMENTS

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2.01 EASEMENTS

All utilities shall be located in the right-of-way or an approved easement. Minimum easement width shall be 30 feet for water, sewer and drainage facilities. Over-depth installations shall require wider easements. Electric, telephone, TV cable, gas and future utilities shall be located completely within the right-of-way or easements approved by the respective utility provider.

2.02 DRAINAGE.

Drainage easements and improvements shall be designed by a registered engineer to accommodate expected run-off as determined by the drainage plan. Improvements shall be installed to specification by the Town Board of Trustees through their designated representative. All drainage improvements described herein shall be the financial responsibility of the sub-divider, subject to provision of Fairplay Municipal Code and this Public Works Manual.

2.03 DRAINAGE CRITERIA.

Project specific requirements should be discussed with the Town Engineer as early as possible in the application process. The rate of runoff from any developed area shall not exceed the historic rate of runoff based on a ten (10) year and one hundred (100) year rainfall event.

The following methods of runoff estimation may be utilized for determining the rate of runoff from a particular site as applicable:

1. Rational Method. Used for Drainage Basins less than 200 acres in size and for minor system design.
2. SCS TR 55 Methods. Used for drainage basins up to 20 square miles in size for flood flow determination and design in minor and major systems. Also used to compute flood storage volumes.
3. Unit Hydrograph. Advance approval of method and application required. Used for drainage basins up to 1,000 square miles in size. Also used for flood flow determination and design in minor and major systems. Also used to compute flood storage volumes.

2.04 GENERAL UTILITIES

In the event oversized utilities are required, arrangements for reimbursements shall be made, whereby the developer shall be allowed to recover the cost of the utilities that have been provided by him beyond the needs of his development and standard Town specification. The method and time of payment under the reimbursements shall be established in accordance with the current policies of the Town relating to the placement of such oversized utilities.

2.05 WATER DISTRIBUTION

The water main distribution system shall be designed to connect with the Town water system and make water available to each lot in the proposed subdivision. Fire hydrants shall be located to insure protection to each lot in accordance with International Fire Code requirements. Design of the system shall be the responsibility of the sub-divider with all

plans subject to approval of the Board of Trustees through their designated representatives. Installations of the system shall be to Town specifications and at the direction of the Board of Trustees through their designated representatives. Financial responsibility for the water distribution system shall be subject to existing Town regulations and agreement relating thereto between the Board of Trustees and the sub-divider, subject to provision of the Town of Fairplay Public Works Manual.

2.06 ALL OTHER UTILITIES.

All utilities, except major power transmission lines, should be underground if feasible. Facilities necessary and appurtenant to underground facilities or other installation of peripheral overhead electrical transmission and distribution feeder lines, or other installation of either temporary or peripheral overhead communications, distance, trunk, or feeder lines may be above ground.

2.07 SIDEWALKS

Sidewalks are required on both sides of Collector and Local Residential-Higher Volume streets unless special circumstances warrant the Board of Trustees to specifically waive the installation in writing. Sidewalks shall be at least four feet (4') wide in residential areas and eight feet (8') wide in commercial areas. Collector streets and Local Residential-Higher Volume shall have vertical curb and gutter and attached sidewalk. Design of streets in commercial and industrial areas shall be approved by the Board of Trustees. Sidewalks are not required on Local Residential streets.

Construction of sidewalks shall be to specifications set by the Board of Trustees through their designated representatives.

All sidewalks shall be ramped at all street intersections or other pedestrian crossing areas. The design and construction of sidewalk ramps must meet current applicable requirements of the "Americans with Disabilities Act" (ADA).

2.08 SIGNING AND STRIPING PLANS

A complete signing and striping plan shall be submitted as part of the construction drawings. This plan shall include all project streets and intersections and all intersections with existing streets. The design of these improvements shall be in accordance with the latest version of the Manual on Uniform Traffic Control Devices (MUTCD) and shall include all necessary traffic control signage. Street name signs shall be installed at all intersections. The developer will be responsible for their installation.

2.09 BICYCLE PATHS.

Developers, when required, shall install a bicycle path at least ten feet (10') in width along the right-of-way of any sub-arterial street and any arterial street which is not bordered by a frontage road. The initial site of the path along any street shall be determined by the Board of Trustees and the Town's Engineer. Each developer who extends the path shall keep the path continuous and with as little change in grade as possible. If topography necessitates that the path change from one side of the street to the other, or if the path intersects with another arterial or sub-arterial street, crossways shall be provided. All bicycle paths shall be ramped at intersections. Paths and crossways shall meet construction and design

standards set by the Board of Trustees through their designated representatives.

2.10 STREET LIGHTING.

The developer shall install streetlights at points designated by the Town or electric company. The design of both poles and the lights themselves shall meet specifications established by the Board of Trustees through their designated representatives.

2.11 CONTROL OF EROSION AND SEDIMENTATION.

A. Purpose and Applicability.

1. Purpose: The goal of these requirements is to minimize the water quality impacts resulting from construction, clearing, grading, excavation and other land disturbing activities. Siltation is often a cause of water quality impairment in waterbodies in Colorado.
2. Applicability: These regulations apply to any land development and or disturbing activities. Land disturbing activities include grading, excavation, clearing timber or vegetation, and construction
3. Exemption: Single Family Construction
Construction of single-family residential units shall be exempt from these regulations if:
 - a. Less than ½ acre.
 - b. The Town determines that exempting construction will not have a significant impact on water quality.
4. Other:
Occasions may arise where these minimum standards are either inappropriate or cannot be practically implemented. In these cases a variance to these criteria shall be considered. Written requests for each variance should be directed to the Town of Fairplay Building Official or designated representative.

B. Erosion and Sediment Control Requirements

1. Minimize Erosion on The Site.
 - a. Phase construction - Stage and schedule the timing of earth disturbing construction activities, such as clearing, grading, road construction, and utilities installation to minimize soil exposure.
 - b. Install erosion and sediment control measures before site grading or other construction, to the greatest extent practicable.
 - c. Soil stabilization - Disturbed areas and soil stockpiles shall be stabilized or protected to effectively control erosion. These areas should be surface roughened, mulched, or seeded and mulched, or otherwise protected from erosive forces if they will remain exposed and inactive for periods longer than 14 days. This requirement also applies if soil is expected to be exposed over winter to minimize erosion from occurring during spring snowmelt. Disturbed areas should be mulched, or seeded and mulched within 7 days after final grade is reached, weather permitting.
 - d. On slopes steeper than ten percent (10%), or within one hundred feet (100') of any waterbody, exposed soils shall be stabilized using appropriate techniques.
 - e. Temporary and permanent revegetation - Disturbed areas that will not be built upon for one (1) year shall incorporate a temporary cover crop to promote soil stability. Areas exposed for two (2) or more years must be revegetated with a perennial, native grass mix (or other grass mixtures as recommended by the local Natural Resources Conservation Service office). Within two (2) full growing season of project completion, vegetative site coverage shall have a perennial herbaceous

- component equal to or greater than seventy percent (70%) of the adjacent undisturbed areas.
- f. Cut and fill slopes - Where cut and fill cannot be avoided, slopes shall be designed for long-term stability. Permanent vegetation shall be used as the priority approach to stabilization of cut and fill areas where slopes are less than or equal to 3:1. On steeper cut and fill slopes, stabilization may be attained by utilizing a combination of retaining walls, rock walls, up slope runoff diversions, terracing, slope drains, soil nailing, mulch binders, erosion control blankets, vegetation or other measures appropriate for the specific situation. Retaining walls over four feet (4') in height or step retaining walls shall be designed by a Colorado registered engineer. The soil surface of cut and fill slope shall not remain exposed without an approved method of soil stabilization.
 - g. Construction in or directly adjacent to any waterbody, such as culvert or bridge installation, shall require measures to protect water quality and channel stability. This requirement may include stream isolation through the use of cofferdams, complete containment of the stream in the area of the disturbance, stream crossing structures, or limitations on the dates when in-stream work can be performed. In all cases construction shall conform to applicable USACE Section 404 permitting requirements and Colorado Parks & Wildlife.
 - h. Protect new or re-routed irrigation ditches, swales, receiving channels and streams from accelerated erosion until conveyance section has established vegetation and is stable under flows for which the feature was designed. The minimum recurrence frequency storm during active construction for channel stability design is the 2-year event for the entire drainage area served by that flow conveyance feature. Diverting off-site flows around construction sites can effectively reduce the design flow. Must have approval from Ditch Company.
 - i. Protect culvert outlets from erosive flows by installing velocity reducers such as gravel dikes, riprap or similar measures.
1. Minimize Sediment Leaving the Site
 - a. Manage stormwater runoff flows to minimize erosion and sediment transport off-site. Divert concentrated flows away from disturbed slopes and minimize length and steepness of disturbed slopes or use slope drains.
 - b. Minimize sediment and mud from leaving the construction site by protecting access routes by either immediate placement of street base or construction of vehicle tracking pads. Vehicle tracking pads shall be at least fifty feet (50') in length, if available, and comprised of angular rock and/or a wheel washing facility.
 - c. Protect adjacent properties from sediment-laden runoff by using sediment fences, and sediment or silt traps or other appropriate control options.
 - d. Storm sewer inlets shall be protected from entry of sediment-laden water. Straw bales, supported silt fence structures, dumped rock or other barriers may accomplish this.
 - e. Divert off-site runoff around construction site when practical.
 2. Detention and Treatment
 - a. When the contributing drainage area, including off-site area (unless bypassed), is greater than five (5) acres, one or more sedimentation basin(s) shall be constructed to provide a total of 1800 cubic feet of basin volume for every acre contributing runoff into the basin. The outlet of the sediment basin should be designed to empty the storage volume in no less than 12 hours. The basin's length should be no less than twice the basin's width; otherwise a baffle may be installed to minimize short-circuiting. If the discharge from the basin is passed through a filtration device (i.e. a

- vegetated field, forested area, or a constructed wetland) the basin volume requirements may be reduced.
- b. Where the contributing drainage area is less than five (5) acres, a specific engineered design for sediment trapping facilities is not necessary. Silt traps may be used to detain and treat runoff if the contributing drainage area is less than 5 acres.
 - c. Sedimentation basins will be removed after successful revegetation of the site. Embankments to be left as permanent facilities shall have a capacity to safely pass the 100-year flood and meet any relevant dam and diversion requirements of the Colorado State Engineer's Office.
3. Construction De-watering
 - a. Construction dewatering activities will conform to the State's NPDES construction dewatering permit requirements.
 - b. Discharges from construction dewatering operations shall be done in a manner which minimizes erosion and utilizes best management practices such as velocity reducers, sediment basins, straw bales or other measures.
 4. Inspection and Maintenance of Erosion and Sediment Control Devices
 - a. Inspection The applicant or the applicants designated representative shall inspect all erosion and sediment control devices and make repairs at a minimum, of every 14 days, or after precipitation or snowmelt event that causes surface erosion. An inspection log shall be kept on site for review by the Town until the project is complete and submitted to the Town upon request.
 - b. Maintenance Erosion and sediment control devices shall be maintained in a manner to support their effectiveness. Accumulated sediment should be periodically removed from sediment basins and traps; straw bale and silt fence barriers should be checked for undermining and bypass and repaired or expanded as needed; and mulched soils shall be re-mulched where mulch has been lost or damaged.
- C. SUBMITTAL REQUIREMENT
1. Erosion and Sediment Control Plan - Must be submitted for review and approval. The Erosion and Sediment Control Plan shall be prepared by a Colorado registered engineer, or if not needed for building plans a Colorado registered architect. This information may be included as part of a Stormwater Quality Control Plan, if required. A concise erosion and sediment control plan shall be submitted that addresses site-specific issues and contains the following information:
 - a. A site map showing construction site boundaries, locations of any existing structures, waterbodies or hydrologic features on the site, including intermittent water features, springs, landscape irrigation return flows, wetlands and the 100-year floodplain boundaries.
 - b. Locations of existing and proposed drainage structures or natural drainage features on the land adjacent to the site and within a minimum of 100 feet of the site boundary line, including as examples: Street gutters, storm sewers, drainage channels, other water conveyance structures, wetlands or other waterbodies receiving storm runoff from the site.
 - c. Existing topography at reasonable contour intervals, 2-foot or less if possible, to provide necessary detail of the site. The map should extend a minimum of 100 feet beyond the property line and show the location of the property line.
 - d. Proposed development plan and grading plan. The proposed topography at reasonable contour intervals that provide necessary detail of the site shall be submitted. The map should show elevations, dimensions, location, extent and slope of all proposed clearing and grading including building site, areas of cut and fill, and driveway grades.

- e. Probable locations of soil stockpiles and snow storage areas.
- f. Proposed drainage plan
- g. Location of storage areas designated for equipment, fuel, lubricants, fertilizers, chemical and waste storage with an explanation of spill containment structures.
- h. Location of temporary roads designed for use during construction period.
- i. Areas of steep slope locations must be shown for the following conditions:
 - Existing Site: areas greater than or equal to 10%
 areas greater than or equal to 30%
 - Developed Area: areas greater than or equal to 10%
 areas greater than or equal to 30%
- j. Construction schedule indicating the anticipated starting and completion time periods of the site grading and/or construction sequence including the installation and removal of erosion and sediment control measures, and the estimated duration of exposure of each area prior to the completion of temporary erosion and sediment control measures.
- k. Permanent stabilization - A brief description of existing vegetation at the site including an estimate of the percent vegetative ground cover and a description of how the site will be stabilized after construction is completed.
- l. Plan view drawings of all erosion and sediment control measures (such as sediment traps, silt fence, inlet protection, etc.) showing approximate locations and site drainage patterns. Text may be necessary to accompany and explain the drawings.
- m. Detail drawings - For those measures that are not typical erosion control practices or require specific engineering design, such as sediment basin outlet works.
- n. Estimated total cost (installation and maintenance) of the required temporary soil erosion and sediment control measures to assist the Town to determine performance guarantees, if any, for the proposed plan.
- o. Calculations - Any calculations made for determining rainfall, runoff, sizing any sediment basins, diversions, conveyance or detention/retention facilities.
- p. Other information or data as may be reasonably required by the local jurisdiction.
- q. Signature block for owner or legal agent acknowledging the review and acceptance of responsibility, and a signature and stamped statement by the qualified individual acknowledging responsibility for the preparation of the Erosion and Sediment Control Plan.
- r. A copy of the required NPDES Construction Permit, if required. State and federal law mandates a Stormwater Permit for construction sites disturbing one acre or more even where the disturbance is phased. In most cases the information required herein will meet state submittal requirements.

DIVISION 3



Division 3 Water

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WATER

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SECTION 1**WATER TRANSMISSION AND DISTRIBUTION LINES****PART 1 SCOPE****1.01 SCOPE**

This section shall include all materials, labor, equipment and miscellaneous items necessary to install all raw water, potable water transmission and distribution pipelines and appurtenances as specified herein for the Town of Fairplay.

1.02 PROTECTION OF WORK

All pipe, fittings, valves and equipment shall be carefully handled, stored and protected to prevent damage to materials, protective coatings and linings. At no time shall such materials be dropped or dumped into the trench.

Precautions shall be taken to prevent foreign matter from entering the pipe, fittings and valves prior to and during installation. No debris, tools, clothing or any other material shall be placed in the pipe during installation. Whenever pipe installation is suspended, either temporarily or overnight, the open end of the pipe shall be sealed with a watertight plug to prevent the entrance of trench water, debris or foreign matter into the pipeline system.

Under no circumstances shall trench water be allowed to enter the pipeline. When water is present in the trench, the plug shall remain in place until the trench is pumped dry. Whenever trench water becomes evident, measures shall be taken to prevent pipe flotation.

If, in the opinion of the Engineer, the Contractor is incapable of keeping the pipe free of foreign matter during installation, the Engineer shall require the Contractor to protect the pipe ends with water tight plugs until the start of the joining operation.

PART 2 MATERIALS**2.01 GENERAL**

This item covers the types of materials that will be required for the construction and installation of water lines. All materials used shall be new, of the best quality available, and conform to applicable standards as indicated herein.

2.02 DUCTILE IRON (DIP) PIPE AND FITTINGS**A. DIP Pipe:**

1. Reference Standard -ANSI 21.51 / AWWA C151, latest edition, 4" - 12".
2. Thickness Class52.
3. Reference Standard – ANSI A21.44.Specialties - Tracing wire, 12-gauge stranded copper insulated wire with bolt type splices on all water mains, services and fire hydrants. All splices shall be water tight and underground. Tape wire to pipe and outside of valve boxes.
4. Size - Shall conform to outside diameter of DIP.

5. Restrained Joint Pipe – Shall be ductile iron manufactured in accordance with requirements of ANSI A21.5 / AWWA C151. Push-on joints for such pipe shall be in accordance with ANSI A21.11/AWWA C111. Pipe shall be Griffin Snap Lok or equal. Unless otherwise specified on engineered drawings.
6. Cement mortar lining and bituminous outside coatings for the pipe and fittings shall be as specified above for ductile iron pipe.
7. Restrained push-on pipe shall be capable of being deflected after assembly. Any special assembly tools recommended by the manufacturer will be supplied by the Town.

B. Fittings

1. Reference Standard - ANSI A21.10 or 21.53 / AWWAC153. Fittings for pipes of 12” and smaller shall be C250 and for pipes larger than 12” C150
2. Pressure Rating – 350 psi for C153 and 300 for C150.
3. Gasket Reference Standard - ANSI A21.11, latest edition.
4. The interior of the fittings shall be cement-mortar lined, as is required for the pipe with a 1 mil bituminous exterior coating. Gaskets for the joints shall be suitable for potable water service.
5. Mega Lugs are required on all fittings.
6. Core Blue bolts to be used on all fittings.
7. Restrained push-on pipe shall be capable of being deflected after assembly. Any special assembly tools recommended by the manufacturer will be supplied by the Town.

C. Joints

1. Push-on rubber gasket.
2. Gasket Reference Standard - ANSI 2 A21.11, latest edition.
3. Restrained joint fittings shall be ductile iron in accordance with applicable requirements of ANSI 21.10/AWWA C110 with the exception of the manufacturer’s proprietary design dimensions. Push-on joints for such fittings shall be as specified above for the pipe. Fittings Shall be provided by the pipe manufacturer.

D. Polyethylene Encasement

1. Reference Standard – ANSI A21.5/AWWA C105. See Standard Detail W01.
2. Polyethylene – The polyethylene film shall be manufactured of virgin polyethylene material conforming to the requirements of ASTM D-1248. The raw materials shall be Type 1, Class A (Natural) or C (Black, Grade E-1 with flow rate of 0.4 max. and dielectric strength of 10 ohm-cm min.
3. Polyethylene Film – The finished polyethylene film shall have a minimum nominal thickness of .008-inch (8mil), and the minus tolerance on thickness shall not exceed 10 percent of the nominal thickness. The film shall have a minimum tensile strength of 1200 psi with an elongation of 300 percent minimum. The dielectric strength shall be 800 volts/mil thickness minimum.
4. Tube Size or Sheet Width: The tube size of sheet width for each pipe diameter shall be as listed in the following table: Nominal Minimum Width (inch)

Nominal Pipe Diameter (inch)	Nominal Width (inch)	
	Flat Tube	Sheet
4	16	32
6	20	40
8	24	48
10	27	54
12	30	60
14	34	68
16	37	74

E. Thrust Restraint

1. Thrust Restraint- To be used where specified on engineered drawings or where existing conditions do not permit the use of concrete thrust blocks, fitting restraints shall be made with tie rods and clamps or special fitting bolts. Tie rod restraint system shall have a minimum of 2 bolts or rods per joint or clamp. Minimum tie bolt sizes are as follows: See Standard Details W02 and W03

Pipe Size	Bolt Diameter
4" – 8"	5/8"
10" – 14"	3/4"
16"	1"

The tie bolts shall be fabricated from "Cor-Ten" steel or equal according to the requirements of ASTM A242 with a minimum yield stress of 46,000 psi. Retainer clamps shall be equal to "socket clamp" as manufactured by ITT-Grinnell,

PART 3 INSTALLATION

3.01 GENERAL

All transmission and distribution lines to be dedicated to the Town of Fairplay, shall be located a minimum of ten feet inside a public easement. The location of water lines within side lot line easements or rear lot easements is discouraged. Refer to Detail W09.

When site conditions allow, the water line should be located outside Concrete/paved areas. At all times, water lines shall be located so that Town maintenance personnel can easily maintain and operate those lines.

EASEMENTS OR RIGHTS-OF-WAY USED DURING INSTALLATION OF WATER MAINS SHALL BE A MINIMUM WIDTH OF 30 FEET. IN DREDGE AREAS AND OTHER SPECIAL CONDITIONS, A WIDER EASEMENT MAY BE REQUIRED.

3.02 PIPELINE DEPTH

The minimum depth of bury of water mains shall be as follows: (Depth of bury equals depth to top of pipe).

- A. Mains shall be buried a minimum depth of 8 feet (below existing or proposed grade) in all locations.

- B. When water mains are to be located underneath storm drains, culverts or any other submerged air space, the required depth of bury shall be 8 feet deeper than crossing elevation. This is necessary to ensure that the water line is beyond the frost depth associated with the storm drain culvert, etc. In some cases, the Town Engineer may allow insulation in place of increased depth where water lines cross under one of the above. Of the ratio that 1 inch of insulation is equal to 1 foot of bury.

3.03 CLEANING AND INSPECTION

Clean all pipe, fittings, valves and related materials thoroughly of all foreign material; inspect for cracks, flaws, or other defects prior to installation. Mark all defective, damaged or unsound materials with bright marking crayons or paint and remove from job site. Of particular concern should be the gasket groove in the pipe bell. All spurs, excess paint, and any other defects within the gasket groove shall be either removed or repaired, or the pipe shall be deemed unacceptable.

The Contractor shall take all necessary precautions to prevent any construction debris from entering the water lines during construction of water lines and appurtenances. If debris shall enter the distribution system, the Contractor shall furnish all labor and materials necessary to clean the system. Under no circumstances will the Contractor flush the debris into an existing distribution system.

3.04 INSTALLATION

Pipe shall be laid in straight sections with bell ends facing the direction of laying unless otherwise directed by the Town. Where pipe is laid on grade of 10% or greater, the installation shall proceed uphill with the bell ends facing upgrade. The pipeline shall be installed so that a continuous positive or negative grade is maintained between high and low points to avoid air pockets. At no time will a high point in the line be acceptable unless an air and vacuum valve is installed to relieve air pockets. Jointing of the pipe shall be made in accordance with the directions of the manufacturer of the pipe and the manufacturer of the couplings. The allowable pipe deflection per joint shall not exceed the maximum deflection tolerances specified by the manufacturer.

Pipe shall be lowered into the trench with ropes, slings or machinery. Under no circumstances should the pipe be pushed off the bank and allowed to fall into the trench. In joining the pipe, the exterior four inches of the pipe end (at the spigot), and the inside of the adjoining bell shall be thoroughly cleaned to remove oil, grit, tar and other foreign material. The gasket shall be placed in the bell so it will spring into its proper position inside the pipe bell. A thick film of the non-toxic NSF approved joint lubricant shall be applied over the entire surface of the gasket. The spigot end of the pipe shall then be wiped clean and inserted into the bell to contact the gasket. The pipe shall be pushed all the way into the bell by crowbar or by jack and choker slings. Extreme care shall be exercised when joining the pipe to avoid damaging the bell or rolling the gasket. The bell end of the pipe shall be protected by a piece of wood when pushing the pipe. Generally, every pipe has a depth of insertion stripe on the spigot end. The pipe shall be inserted to the full depth of the stripe. Check bells for rolled gasket with feeler gauge.

The cutting of pipe for fittings or closure pieces shall be done in a neat and workmanlike manner to prevent damage to the pipe or lining. All cuts should leave a smooth end at right

angles to the axis of the pipe. Once a pipe is cut, the cut end shall be beveled free of spurs, which may damage rubber gaskets.

3.05 ALLOWABLE PIPE DEFLECTION

- A. If permitted by the Town, gasket-joined pipe may be deflected with the following limitations as defined in the most current version of Ductile Iron Pipe Research Association (DIPRA).
 1. Contractor shall block or brace pipe joints to ensure bending of pipe does not result in joint offset that exceeds the manufacturer’s published limits as damage may occur.
 2. Deflection shall not exceed limits shown in table below.

DUCTILE-IRON PIPE HORIZONTAL & VERTICAL DEFLECTION			
Size of Pipe	Bend in One Joint	Deflection in One 18-Foot Length	Approx. Radius of Curve Produced by Succession of 18-Foot Joints
4”	4°	15”	250’
6”	4°	15”	250’
8”	4°	15”	250’
10”	4°	15”	250’
12”	4°	15”	250’
14”	2°	7.5”	510’
16’	2°	7.5”	510’

3.06 CONNECTION TO EXISTING WATER FACILITIES

All main line connections between existing and proposed piping shall be made during non-business hours or at a time, which is acceptable to the Town. All shut-offs shall be planned 72 hours in advance and all persons affected by the shut-off shall be given a 24-hour notice. Special circumstances may exist calling for evening or weekend shutoffs. Shutoffs will not be allowed on Fridays or weekends or holidays unless pre-approved. Take all precautions to prevent contamination when making connections to existing potable water lines. No trench water, mud, or other contaminating substances shall be permitted to enter the pipeline.

3.07 FUTURE CONNECTIONS

At intersections, dead-end runs, or other locations where the possibility may exist for a future connection, a tee or cross and a valve should be provided. In addition, the stub out must extend to the property line. This procedure allows a future connection to be made while keeping the existing main line in service at all times. In each case, the valve shall be properly restrained to the tee or cross, using restraining rods with eyebolts. In addition, a concrete reaction block will be placed on the plugged end of the valve. Valve box shall not be extended to surface grade.

3.08 PROTECTION OF WATER SUPPLIES

Water lines shall be located a minimum of 10 feet horizontally from existing or proposed sewer mains. Wherever the sewer line crosses above or within 18 inches beneath the water lines, the sewer line shall be made impervious by the following method listed below also refer to Detail W11.

- A. Twenty feet of AWWA DR18 C-900 PVC, shall be used for sewer pipe and centered over the water main. The joints between the sewer pipe and the placement pipe (PVC) shall be

sealed with solid sleeves with transition gaskets. All work should be in strict conformance with the current Colorado Department of Health and Environment's "Design Criteria for Potable Water Systems".

3.09 REACTION ANCHOR AND BLOCKING

Concrete thrust blocks shall be provided as shown in detail W-7 for all tees, elbows, plugs, reducers, valves, fire hydrants, and crosses if one or more sides of the cross are plugged. The bearing area of the block shall be at least equal to that stated on the attachment. The bearing surface shall be against undisturbed earth. The block shall be placed normal to the thrust as show on the drawings. Concrete for thrust blocks shall have a 28 day 4,000 psi compressive strength. (NOTE: No other materials other than concrete may be used in thrust blocks and ready mix or bagged concrete is not allowed).

If the concrete has not had sufficient time to cure (e.g., restoring water service), the Contractor shall be required to use temporary bracing for added strength. Use of additional wood bracing will help prevent fitting and valves from leaking or "blowing off" when water pressure is restored to the main line.

Whenever a concrete thrust block is placed, wood or plastic sheets shall be used to prevent concrete from adhering to nuts and bolts. Any concrete splattering onto a nut or bolt will be removed before the line is backfilled.

3.10 TRACER WIRE

Electrical tracing wire shall be required on all water mains. The wire shall be taped to the top of the pipe at 10 foot intervals to prevent dislocation of the wire during backfilling. The tracer wire shall be extended to the surface at all valves and fire hydrants. The wire shall be extended towards the ground on the outside of the valve box until the wire is within 4 inches of the top of the lid, at which point it shall be brought back inside the box and securely fastened. Sufficient slack in the outside of the wire shall be provided to compensate for any future adjustment to the valve box. The tracer wire shall be continuity tested prior to acceptance of the pipeline.

3.11 DETECTABLE UNDERGROUND MARKING TAPE

Underground marking tape shall be a 3 inch width detectable marking tape, with a minimum 5.0 mil overall thickness. Tape shall be manufactured using a 0.8 mil clear virgin polypropylene film, reverse printed and laminated to a 0.35 mil solid aluminum foil core, and then laminated to a 3.75 mil clear virgin polyethylene film. Tape shall be printed using a diagonally striped design for maximum visibility, and meet the APWA Color-Code standard for identification of buried utilities.

PART 4 SIZING OF MAINS

4.01 GENERAL

All main water lines shall be sized for peak hour flow plus fire flows required by the North-West Fire Protection District at a 20 psi residual flow. Minimum size shall be 8 inches in diameter.

SECTION 2**WATER SERVICE LINES AND APPURTENANCES****PART 1 GENERAL****1.01 SCOPE**

This section shall include furnishing all materials, labor, equipment and miscellaneous items necessary to install all water service lines and appurtenances as specified herein for the Town. Note: The customer will own and maintain the service line from the main line up to the residence/building including the curb valve. The curb valve shall be placed on the property line; however, at all times, it will fall on the Town side of the property line. All work and materials from the curb valve to the building shall be in conformance to the most recently adopted Uniform Plumbing Code.

PART 2 MATERIALS**2.01 COPPER SERVICE PIPE**

- A. Reference Standard - ASTM B88, latest revision, Type K soft or HDPE of equal inside diameter (ID) to type K Copper. If HDPE is used, tracer wire must be used with service line.
- B. Size - 1.0 – 2.0 inches.
- C. Do not use any pipe lubricants for service line fittings.

2.02 CORPORATION STOPS

- A. Material - Brass or bronze.
- B. Size - Same as copper service line.
- C. Reference Standard - AWWA C800, latest revision.
- D. Inlet - Threaded CC type.
- E. Outlet - Compression fittings.
- F. Manufacturer Reference-Ford Meter Box.

2.03 SERVICE SADDLES

- A. Materials - Bronze service clamp, 'O' ring gasket, double strap, brass, CC thread.
- B. The Town will require saddles to be installed on all service connections.
- C. Manufacturers reference – Mueller or Ford.

2.04 CURB STOP

- A. Materials - Cast bronze body, resilient 'O' ring seals, standard tee head operator, Teflon ball valve type.

- B. Riser rods – Stainless steel
- C. Inlet - Compression fitting.
- D. Outlet - Compression fitting.
- E. Standard reference AWWA C800, latest revision.
- F. Manufacturer's reference - Ford Meter Box.

2.05 CURB BOX

- A. 1.0 inch to 1.25 inch, Manufacturer's reference - Ford Meter Box.
- B. 1.5 inch to 2.0 inch, Manufacturer's reference - Ford Meter Box.
- C. Curb box must be traffic rated when located within traffic areas.
- D. Material type – Cast Iron

2.06 COUPLINGS

- A. Couplings are not allowed for services less than 100 feet long from the curb stop to the main and curb stop to house. In the case of a service line exceeding the available length of copper piping, couplings may be used. If a coupling is used the service line must be tested to 1.5 times normal working pressure or 150 psi minimum with the coupling exposed so a Town representative can verify.

PART 3 INSTALLATION

3.01 SERVICE LINE INSTALLATION

All trenching, backfilling and compaction shall conform to Section VI of these regulations. All service lines shall be disinfected and pressure tested as per Sections VII and VIII of these regulations. Refer to Detail W03.

3.02 SERVICE LINE DEPTH.

A depth of bury for all service lines shall be a minimum of 8 feet.

3.03 TAPPING PRESSURIZED MAINS

All 1-inch residential taps shall be a standard. Services greater than 1-inch are allowed with approval of the Town.

3.04 PERMITS

A road cut permit for excavation in Fairplay streets, alleys and easements must be completed prior to tap. 72 business hour notice is required by the Town prior to making taps and locating lines. Taps and locations will not be done without a water application filled out by Customer. Permits can be obtained from 8:30 am to 4:30 pm, Monday through Friday.

3.05 SERVICE LINE SIZING

Service lines are to be 3/4". Maximum copper service line allowed will be 1.0 inch with approval from the Town. The customer is encouraged to have an engineer size the service line. The Town will not provide this service.

3.06 EXTENDED SERVICE CONNECTIONS OVER 100 FEET

Extended service connections 3/4 or 1.0 inch in size shall be of k type soft copper or HDPE, pipe unions shall be connected with curb stop valves.

3.07 FINAL INSPECTION

The final inspection shall be scheduled with the Town 72 business hours in advance. The inspection will include inspection of the service connection, water meter, backflow device (if required), PRV, curb valve and sewer cleanout, and as-builts of all service lines..

PART 4 METERS

4.01 TYPE

Magnetic drive, sealed register, radio read meter interface unit. Turbo meters for 3 inch and larger.

4.02 MANUFACTURER'S REFERENCE

Sensus

4.03 INSTALLATION

Install all meters in a horizontal position with a suitable holding device to support piping, meter and provide electrical bond when meter is taken out for testing. Pre-manufactured holding devices or yolks are available which cut down labor time to install meter. Install in building where meter and pressure reducing valve will not freeze. Upon final inspection, if the meter is not able to be read by radio from the street, the MXU may need to be relocated on an outside wall at least 36-48" above grade where it is freely accessible and where falling or melting snow will not cover it (stucco construction can prevent the meters from being read by radio). MXU shall be easily accessible and located near the other utilities.

Turbine meters should be installed with five pipe diameters upstream or downstream of bends, valves, PRV's, check valves or any other fitting that causes turbulence.

4.04 METER INSPECTION

The water meter must be inspected by the Town at final inspection after it is installed and before the Certificate of Occupancy is issued.

PART 5 PRESSURE REDUCING VALVE (PRV) (REQUIRED IN-HOUSE)

5.01 MANUFACTURER'S REFERENCE

Zurn Wilkens.

5.02 INSTALLATION

Install downstream on all meters. Allow for easy access to strainer and cleanout plug.

5.03 PRESSURE TESTING

Downstream pressure to be set at 70 psi for single family and 90 psi for multi-story.

5.04 INSPECTION

PRV will be inspected during final inspection.

PART 6 BACKFLOW PREVENTION DEVICES

A testable backflow device may be required for new construction - consult with Town of Fairplay Public Works Director. Commercial complexes (low risk) and residential complexes that have a common water line are required to install a testable double check device. Testable devices must be tested every year and the results sent to the Town. Commercial and industrial complexes that use hazardous materials are required to install a reduced pressure assembly (RP). The RP device must be tested every year with the results sent to the Town.

A single backflow device may be insufficient to protect the water supply. Irrigation systems that use potable water must have a separate vacuum breaker. Most of the secondary installations are addressed in the plumbing code.

Because backflow devices prevent pressure from bleeding back to the water main, an expansion tank will need to be installed to prevent damage to the buildings water system.

6.01 TYPE

Double check backflow preventer or as required by state law

6.02 MANUFACTURER'S REFERENCE

Febco/Watts

6.03 INSTALLATION

Backflow prevention device must be installed after the meter and before the pressure reducing valve.

6.04 INSPECTION

Backflow preventer will be inspected during final inspection.

PART 7 ABANDONMENT OF SERVICES

7.01 WATER SERVICES

Shall be abandoned at the main. Abandonment will consist of removing the service from the corporation valve and closing the corporation valve and/or tapping valve.

7.02 WATER WELLS

All wells located on the subject property must be properly plugged and sealed as required by Rule 15 of the Colorado State Engineer's Regulations, or any amendment or revision of that rule. There shall be no direct connection between a private well and the Town's water system. It is the ultimate responsibility of the well owner to have a well properly plugged and sealed. Water rights associated with such wells must be assigned to the Town of Fairplay

before water service will be extended to such property. Evidence of well abandonment must be provided to the Town of Fairplay prior to issuance of Certificate of Occupancy. Additionally, a recorded copy of the Colorado State Well Abandonment filing must be provided to the Town of Fairplay within 90 days of abandonment.

SECTION 3**FIRE PROTECTION FACILITIES****PART 1 GENERAL****1.01 SCOPE**

This section shall include furnishing all materials, labor, equipment and miscellaneous items necessary to install fire hydrants as specified herein for the Town of Fairplay.

PART 2 MATERIALS**2.01 FIRE HYDRANTS**

- A. Type - Dry barrel, traffic model with breakaway flange bolts and coupling.
- B. Reference Standard - AWWA C502, latest revision
- C. Outlet Size - One 4.5 inch NST, two 2.5 inch NST
- D. Hydrant Size – 8 feet or greater, from bury line to top of pipe
- E. Inlet Size - 6 inch
- F. Operation – 1.5 inch pentagonal national standard operating nut, open counterclockwise, lubricating reservoir.
- G. Depth of Bury – 8 feet minimum
- H. Additional Requirements - Furnish hydrant complete with pipe and tee, 6 inch restrained mechanical joint gate valve and thrust blocks. Hydrant shall be restrained to the hydrant tee by 0.75 inch Core Blue bolts protected from corrosion by the use of an approved bituminous coating. Furnish hydrant with bronze seat and lubrication reservoir. Either all thread or mega lugs can be used.
- J. Manufacturer's Reference - Watrous
- K. Color - Hydrant to be painted red above the bury line.
- L. Pressure Rating - 250 psi

PART 3 INSTALLATION**3.01 HYDRANT SPACING**

The development density and type of development shall determine the spacing of fire hydrants that each hydrant is to serve. In a low-density residential area, the maximum spacing of fire hydrants shall not exceed 500 feet. In medium to high-density residential areas, the maximum spacing shall not exceed 400 feet. In commercial and high-risk areas, the spacing shall not exceed 300 feet. The maximum distance from commercial buildings to hydrants shall be 150 feet, and shall be based on hose length.

3.02 LOCATION

Fire hydrants shall be located whenever possible at an intersection and in a public right-of-way or a utility easement. There shall be a minimum of 1.5 feet between outlet nozzle and back of curb or sidewalk. In all cases, hydrants shall be located out of the direct flow of pedestrian and vehicular traffic. Wherever possible, hydrants located consecutively along a street shall be placed on opposite sides of the street so that stringing fire hoses across a street during a fire can be kept to a minimum. Hydrants shall be placed at all intersections, at end of cul-de-sacs and at all dead-end runs. Hydrant location shall be approved by North-West Fire Protection District.

3.03 INSTALLATION

The bury line shall be located at finished grade. If the previously mentioned conditions are not met after the hydrant is installed and the street is at final grade, the hydrant must be brought to proper grade by installing extensions or other modifications as required. Bag all hydrants that are not in service. If the hydrants have been accepted by the Town and the hydrant needs to be raised due to homeowner landscaping problems then the cost of the hydrant raising will be the responsibility of the homeowner. All hydrants shall be plumb. Refer to Detail W-4.

3.04 HYDRANT APPURTENANCES

All fire hydrants shall be connected to the main line by means of a mechanical joint tee with 6 inch branch piping to hydrant. Each fire hydrant shall have a 6 inch valve on the branch pipe conforming to standards as outlined under Section V of these standards. The 6 inch gate valve shall not be located in the sidewalk, curb line, or gutter of the proposed street and shall be rodded to the main tee. Refer to Detail W-4.

3.05 HYDRANT RESTRAINT

The hydrant shall be restrained to the main line with 0.75 inch all-thread rod extending from the main line tee to the 6 inch valve and then from the 6 inch valve to the hydrant. The 0.75 inch rods shall be tied to each joint with the use of eyebolts. A bitumastic coating (to prevent corrosion) shall be liberally applied to the all thread rod and eye bolts. In addition, the hydrant and main line tee shall be provided with concrete thrust blocks.

3.06 DRY BARREL TYPE DRAINAGE

All hydrants shall be provided with a minimum of 0.33 cubic yard of 0.75 inch screened, crushed rock and shall be placed under the weep hole outlet to assure proper drainage. The crushed rock shall be encased in separator fabric to prevent the mitigation of fines. Prior to the screened rock being placed under the weep hole outlet, the area around the weep holes on the hydrant will be covered with plastic sheeting allowing enough room under the sheeting for the hydrant to drain and also preventing concrete from entering the weepholes and covering any hardware.

3.07 INSPECTION

Prior to backfilling around the hydrant, a visual test shall be conducted to ensure the proper operation of the weep holes. The hydrant shall be partially opened and then closed. Water trapped in the hydrant barrel section should begin to drain. If water is not draining, the weepholes should be cleared of any obstructions restricting the flow of water.

SECTION 4**VALVES****PART 1 GENERAL****1.01 SCOPE**

This section shall include furnishing all materials, labor, equipment, and miscellaneous items necessary to install gate valves, air release and vacuum valves, and valve boxes as specified herein for the Town of Fairplay.

PART 2 GATE VALVES**2.01 MATERIALS****A. Resilient seat.**

2. Reference Standard - AWWA C509, latest revision.
3. Style - Iron body, resilient seat, parallel-seal conforming to AWWA C509 for buried service.
4. Pressure Rating - 250 psi.
5. Wrench Nut - Two-inch square, open by turning to the left (counterclockwise).
6. Stem - Non-rising.
7. Epoxy coated.
8. Manufacturers Reference – American Flow Control 2500 series resilient wedge.
9. All bolts shall be Core Blue
10. Mechanical joints shall be in accordance with ANSI A21.11 for valves connected to ductile iron pipe.

2.02 LOCATION

Whenever possible, water main valves shall be located at street intersections. Valves must be placed on all runs of a tee or cross. For instance, each cross shall have four valves located at the intersection while tees shall have three valves located at the intersection. Valves shall be located at the intersection within 3 feet of a tee, cross, or bend and all connections shall have Mega-Lug on the fitting. All mechanical joint fittings including those with tie rods will have Mega-Lug fittings and concrete thrust blocks. Valves shall be located at the end of all dead-end intersections for future connections.

2.03 VALVE SPACING

Valves on cross-connecting or looped mains shall be spaced such that no single break shall require more than 500 feet of line to be out of service at one time. All distribution mains connecting to transmission mains must be valved at the tie-in. Valves shall be required every 1,000 feet on transmission mains where service is limited.

2.04 INSTALLATION

All gate valves shall be installed with the 2 inch operating nut plumb and true with the vertical and centered within the valve box. Town personnel will inspect the valve and valve box after installation to ensure that a valve key can easily be set on the operating nut. The operating nut shall be within 8 feet of finished grade or an extension must be provided attached to the nut. Refer to Detail W-3.

PART 4 AIR RELEASE AND VACUUM VALVES**4.01 GENERAL**

This specification covers all air release, vacuum valves or combination air release valves. The type of valve used shall be dependent upon the conditions under which it will operate.

4.02 MATERIALS

- A. Size - To be designed by Engineer for proper application.
- B. Body - Cast iron.
- C. Float - Stainless steel.
- D. Seat - Buna-N.
- E. Pressure Rating - 200 psi.

4.03 LOCATIONS

Air release, vacuum valves or combination air release valves shall be installed on transmission and long distribution lines to permit efficient filling or draining of long pipelines. In addition, they should provide protection against vacuum and shall continuously vent pockets of air accumulated in the pipeline. The type of valve shall depend upon the intended use of operation.

4.04 INSTALLATION

Air release, vacuum valves or combination release valves shall always be installed at the extreme high point of the distribution or transmission line. These valves shall be installed in a precast manhole vault with the fittings as shown in Detail W-8.

PART 5 VALVE BOXES**5.01 MATERIALS**

- A. Material - Cast iron.
- B. Type - Two piece, screw type.
- C. Size – 5.25 inch diameter.
- D. Cover - Deep socket type with the word "Water" cast in the top. Buried to an 8 feet minimum.
- E. Base - No. 160 type with 20.5 inch wide oval base.
- F. Valve Markers - For valves that fall outside of road pavement and shoulders, install a 6 foot long, green "carsonite" marker or green metal "T" stake on all new valves. Marker shall have valve decal at top.
- G. Debris caps are required on all valve boxes.

H. Manufacturer's Reference - Tyler.

5.02 INSTALLATION

Valve boxes shall be installed plumb and true, and centered over the 2 inch operating nut. Bricks shall be placed under the flange of the valve box bottom so that at no time loadings on the valve box will be transmitted to the valve. Valve box lid to be placed 0.5 inch below grade when located in asphalt or concrete. A debris cap shall be installed as close as possible to the cast iron cap without interfering with the operation of the cap. Valves that are greater than 9 feet in depth, extension rods with a rod centering ring and set screw are required to bring valve nut within 5 feet of final grade. In addition, for valves over 9 feet deep, solid pipe are required instead of sectional valve boxes, these will incorporate valve box tops with standard lid. Refer to Detail W-3.

SECTION 5**PRESSURE TESTING AND FLOW TESTING****PART 1 GENERAL****1.01 SCOPE**

This section shall include furnishing all materials, labor, equipment and miscellaneous items necessary to perform pressure and leakage tests all distribution, transmission and service lines as specified herein for the Town as defined in latest version of AWWA 605.

1.02 HYDROSTATIC TESTS

Pressure and leakage tests shall be conducted on all newly laid pipe and service lines. Contractor is to furnish all the necessary equipment and materials and conduct the test under the supervision of a Town engineer. Contractor shall test through fire hydrants if possible and will be responsible for installing the appropriate taps as approved by the Town engineer if a hydrant is not available used.

The test shall be conducted between valved sections of the pipeline, or as approved by the Town. Water service lines will be tested up to the closed curb stop. A visual inspection of the water service connection, at the water main and at the curb stop, will be performed to check the leakage; thus, Contractor shall not backfill the corporation and curb stop connections until inspection by a Town representative has been completed and accepted.

Furnish the following equipment and material for the tests:

<u>Amount</u>	<u>Description</u>
2	Approved graduated containers.
2	Pressure gauges.
1	Hydraulic force pump approved by the Town.
1	Additional 0.75 inch pressure tap for Town's gauge.
1	Suitable hose and suction pipe as required.

Conduct the tests after the trench has been backfilled or partially backfilled with the joints left exposed for inspection, or when completely backfilled, as permitted by the Town. Where any section of pipe is provided with concrete reaction blocking, do not make the pressure tests until at least 5 days have elapsed after the concrete thrust blocking is installed. If High-Early cement is used for the concrete thrust blocking, the time may be cut to 2 days.

Conduct pressure test in the following manner unless otherwise approved by the Town: After the trench has been backfilled as specified, fill the pipe with water, expelling all air during the filling. The test pressure shall be 1.5 times normal static system working pressure of the pipe at the point of lowest elevation (test minimum 165 psi).

A. Duration

- The duration of each pressure test shall be two hours, unless otherwise directed by the Town.

E.

Flow Test

1. After new main has been leak tested, the line shall be flushed by opening 1 or more fire hydrants for approximately 10 minutes or until sediment has been flushed from system.

D.

Correction of Excessive Leakage

1. Should any test of pipe laid disclose leakage greater than that allowed, locate and repair the defective joints or pipe until the leakage of a subsequent test is within the specified allowance.

- Q = Allowable leakage (gallons per hour)
- L = Tested length of pipe (feet)
- D = Nominal diameter of pipe (inches)
- P = Average test pressure during the test (psi)

above formula:

$$\tilde{Q} = \frac{LD\sqrt{P}}{148,000}$$

In the

C.

Leakage

1. Leakage shall be defined as the quantity of water necessary to hold the specified test pressure for the duration of the test period. No pipe installation will be accepted if the leakage is greater than the number of gallons per hour as determined by the following formula:

B.

Procedure

1. Slowly fill the pipe with water and allow to stand for 24 hours. Expel all air from the pipe. Apply and maintain the specified test pressure by continuous pumping in necessary for the entire test period. The test pressure shall be calculated for the point of lowest elevation, or as specified by the Town. The pump suction shall be in a barrel or similar device, or metered so the amount of water required to maintain the test pressure may be measured accurately. Before the line is pressurized, the Town shall verify that all the necessary main line valves are open or closed with regard to the section of line being tested. In addition, the Town shall verify that all hydrant valves are open.

SECTION 6**DISINFECTION OF POTABLE WATER LINES****PART 1 GENERAL****1.01 DISINFECTION**

The following procedure shall apply to all main extensions within the Town service area. Pipe extensions shall be chlorinated in accordance with AWWA C600 and C651 *Standard for Disinfecting Water Mains*. *The intended high chlorine with any method of chlorination is to be 25 mg/l.*

Before filling the pipe with water, the pipe shall be clean and free of debris to the satisfaction of the Town.

Disinfecting by chlorination of the pipe shall be performed prior to acceptance by the Town. The chlorinating agent and method of application shall be in accordance with AWWA C651. The Contractor shall provide material for disinfecting of water mains.

If the tablet method of chlorination is used, during construction, calcium hypochlorite granules shall be placed at the upstream end of the first section of pipe, at the upstream end of each branch main at 500 foot intervals. The quantity of granules shall be as shown in the table below.

This method may be used only if the pipes and appurtenances have been kept cleaned and dry during construction. This method is not to be used on solvent welded plastic or on screwed joint steel pipe because of the danger of fire or explosion from the reaction of the joint compound with the calcium hypochlorite.

- A. 1.0 Method. Placing of calcium hypochlorite tablets. During construction, 5-g calcium hypochlorite tablets shall be placed in each section of pipe. Also, one tablet shall be placed in each hydrant, hydrant branch, and other appurtenance. Table 1 shows the number of tablets required for commonly used sizes of pipe. The tablets shall be attached by a food-grade adhesive. There shall be adhesive only on the broadside of the tablet attached to the surface of the pipe. Attach tablets inside and at the top of the main, with approximately equal numbers of tablets at each end of a given pipe length. If the tablets are attached before the pipe section is placed in the trench, their position shall be marked on the section to indicate that the pipe has been installed with the tablets at the top.

Table 1 Number of 5-g calcium hypochlorite tablets required for dose of 25mg/L*

Pipe Diameter	Length of Pipe Section, <i>ft</i>
<i>in.</i>	20
	Number of 5-g Calcium Hypochlorite Tablets
4	1
6	1
8	2
10	3
12	4
16	7

*Based on 3.25-g available chlorine per tablet; any portion of tablet rounded to the next higher integer.

2.00 TESTING

TOWN WILL PERFORM ALL CHEMICAL TESTING ON WATER SYSTEM

After the pipe is filled with water and chlorine, and unless approved otherwise by the Town, the chlorinated water shall be held in contact with the pipe for 24 hours. At the end of the 24 hour period, the water in the pipeline shall be tested by the Town to ensure a residual chlorine content of not less than 25 mg/l. The pipeline shall then be tested by the Town thoroughly flushed to remove the heavily chlorinated water and/or debris. Care shall be taken in flushing the pipeline to prevent property damage and danger to the public. Discharge of highly coordinated water shall not be released to any stream or watercourse. Samples of water will be collected for bacteriological examination and residual chlorine content testing before the pipeline is put into service. Testing of residual chlorine and bacteriological sampling and testing will be done by the Town.

No main which has been disinfected and flushed shall stand stagnant for more than 15 days without being re-flushed and a new disinfecting test performed, passed and approved by the Town.

3.00 DISCHARGING CHLORINATED WATER

After the applicable retention period, heavily chlorinated water should not remain in prolonged contact with pipe. In order to prevent damage to the pipe lining or to prevent corrosion damage to the pipe itself, the heavily chlorinated water shall be flushed from the main fittings, valves, and branches until chlorine measurements show that the concentration in the water leaving the main is no higher than that generally prevailing in the distribution system or that is acceptable for domestic use. The environment to which the chlorinated water is to be discharged shall be inspected. If there is any possibility that the chlorinated discharge will cause damage to the environment, a neutralizing chemical shall be applied to the water to be wasted to thoroughly neutralize the residual chlorine. Where necessary, federal, state, local, or provincial regulatory agencies should be contacted to

determine special provisions for the disposal of heavily chlorinated water. The chlorinated water shall not be discharged to the Town's sewer collection system.

4.00 DISINFECTION PROCEDURES WHEN CUTTING INTO OR REPAIRING EXISTING MAINS

The following procedures apply primarily when existing mains are wholly or partially dewatered. After the appropriate procedures have been completed, the existing main may be returned to service prior to the completion of bacteriological testing in order to minimize the time customers are without water. Leaks or breaks that are repaired with clamping devices while the mains remain full of pressurized water may present little danger of contamination and therefore may not require disinfection.

1. Trench treatment. When an existing main is opened, either by accident or by design, the excavation will likely be wet and may be badly contaminated from nearby sewers. Liberal quantities of hypochlorite applied to open trench areas will lessen the danger from this pollution. Tablets have the advantage in this situation, because they dissolve slowly and continue to release hypochlorite as water is pumped from the excavation.
2. Swabbing with hypochlorite solution. The interior of pipe and fittings (particularly couplings and sleeves) used in making the repair shall be swabbed or sprayed with a 1 percent hypochlorite solution before they are installed.
3. Flushing. Thorough flushing is the most practical means of removing contamination introduced during repairs. If valve and hydrant locations permit, flushing toward the work location from both directions is recommended. Flushing shall be started as soon as the repairs are completed and shall be continued until discolored water is eliminated.
4. Slug chlorination. Where practical, in addition to the procedures previously described, the section of the main in which the break is located shall be isolated, all service connections shut off, and the section flushed and chlorinated as described in previous section. The dose may be increased to as much as 300 mg/L and the contact time reduced to as little as 15 min. After chlorination, flushing shall be resumed and continued until discolored water is eliminated and the chlorine concentration in the water exiting the main is no higher than the prevailing water in the distribution system or that which is acceptable for domestic use.

5.00 BACTERIOLOGICAL TESTS

After final flushing and before the new water main is connected to the distribution system, 2 consecutive sets of acceptable samples, taken at least 24 hours apart, shall be collected from the new main. (NOTE: The pipe, the water loaded into the pipe, and any debris exert a chlorine demand that can interfere with disinfection.) At least one set of samples shall be collected from every 1,200 ft of the new water main, plus one set from the end of the line and at least one set from each branch. Samples shall be tested for bacteriological (chemical and physical) quality in accordance with Standard Methods for the Examination of Water and Wastewater; and shall show the absence of coliform organisms; and, if required, the presence of a chlorine residual. Turbidity, pH, and a standard heterotrophic plate count (HPC) test may be required at the option of the purchaser because new material does not typically contain coliforms but does typically contain HPC bacteria.

1. Special conditions. If trench water has entered the new main during construction or if, in the opinion of the Engineer, excessive quantities of dirt or debris have entered the new main, bacteriological samples shall be taken at intervals of approximately

- 200 ft, and the location shall be identified. Samples shall be taken of water that has stood in the new main for at least 16 hours after final flushing has been completed.
2. Sampling procedure. Samples for bacteriological analysis shall be collected in sterile bottles treated with sodium thiosulfate, as required by Standard Methods for the Examination of Water and Wastewater. No hose or fire hydrant shall be used in the collection of samples. (NOTE: For pipe repairs, if no other sampling port is available, well-flushed fire hydrants may be used with the understanding that they do not represent optimum sampling conditions.) There should be no water in the trench up to the connection for sampling. The sampling pipe must be dedicated and clean and disinfected and flushed prior to sampling. A corporation cock may be installed in the main with a copper-tube gooseneck assembly. After samples have been collected, the gooseneck assembly may be removed and retained for future use.
 3. Sample results. If sample results from the lab indicate a measured HPC greater than 500 colony-forming units (cfu) per mL, flushing should be resumed and another coliform and HPC set of samples should be taken until no coliforms are present and the HPC is less than 500 cfu/mL.
 4. Record of compliance. The record of compliance shall be the bacteriological test results certifying that the water sampled from the new water main is free of coliform bacteria contamination and is equal to or better than the bacteriologic water quality in the distribution system.

6.00 REDISINFECTIOIN

If the initial disinfection fails to produce satisfactory bacteriological results or if other water quality is affected, the new main may be re-flushed and shall be Re-sampled. If check samples also fail to produce acceptable results, the main shall be Re-chlorinated by the continuous-feed or slug method until satisfactory results are obtained—that being two consecutive sets of acceptable samples taken 24 hours apart.

NOTE: High velocities in the existing system, resulting from flushing the new main, may disturb sediment that has accumulated in the existing mains. When check samples are taken, it is advisable to sample water entering the new main to determine the source of turbidity.

7.00 DISINFECTING:

All water piping installed under this Contract shall be disinfected in accordance with AWWA C601 after all construction work has been completed. Chlorine shall be added to the water at the necessary locations in the amount to form a 25 mg/l or ppm free chlorine residual. The chlorine solution shall be left in the pipelines for not less than 24 hours, during which time all valves and fire hydrants shall be operated in order to disinfect the appurtenances. After that length of time, the chlorine residual of the solution at any place in the system shall not be less than 10 ppm. As required, the Contractor shall make all necessary taps for inserting the chlorine solution in the pipeline and venting and draining pipelines using approved corporation stops. After the disinfection has been completed and approved, the corporation stops shall be closed, left in place, and sealed with a cap. All chlorination work must be done under the supervision of the Engineer.

After approval of the disinfection operations, the Contractor shall flush the new system until the chlorine residual is less than 1.0 ppm and a clear water test made. After flushing a bacteriological test is to be performed and must be passed by the local health authority to

insure adequate disinfection prior to the line being placed into service and approved.

END OF SECTION

SECTION 7**SPECIAL CONSTRUCTION****PART 1 GENERAL****1.01 SCOPE**

This section shall include the design and construction of aerial crossings, river crossings, storage tanks, pressure reducing vaults and booster stations. Because each of these structures will require an engineered design to meet field conditions and individual design criteria, this section will not attempt to provide complete design guidelines and specifications. Rather, it will provide a general listing of guidelines that must be followed unless the Town approves an equivalent alternative.

PART 2 AERIAL CROSSING**2.01 GENERAL**

This section shall cover the design criteria to be used on aerial crossings, including water lines suspended from existing and proposed bridges, and lines aerially supported over steep canyons and arroyos. In both of the above crossings, an underground or river crossing will be required unless special circumstances render the below grade alternative prohibitive. If it is determined that a bridge crossing is acceptable to the Town, and then the following design criteria shall be followed.

2.02 PIPE SUPPORTS

If pipe is to be supported from an existing bridge, a structural analysis shall be performed to determine if the bridge can withstand the additional loading. If being installed on a new bridge, then additional pipe loading should be included as a dead load consideration.

Pipe shall be supported with a pipe hanger that allows longitudinal movement. Support shall be an adjustable steel yoke pipe roll or approved equal. In addition, a horizontal support from pipe hanger to the bridge shall be provided so that the pipe assembly will not move horizontally due to wind loads, etc. The spacing of the pipe hangers shall depend upon the maximum recommended load of hanger.

2.03 PIPE INSULATION

Aerial pipelines shall be prevented from freezing by pipe insulation. The insulation R-value and thickness shall be designed to a generally accepted standard for the Town of Fairplay area. The insulation should have a minimum R-value of 20. The insulation shall be non-absorbing to water.

2.04 INSULATION PROTECTION

Provide an aluminum jacket with moisture barrier strapped with stainless steel bands. Jacketing thickness shall be a minimum of 16 mil. Provide insulation protection shields.

2.05 PIPE

Provide PVC C900.

2.06. EXPANSION COUPLING

Provide a restrained expansion coupling between each rigidly supported point of the pipe. Follow all manufacturers' recommendations when installing. Expansion couplings shall be accessible to water department personnel for maintaining and making adjustments in couplings.

2.07 AIR AND VACUUM VAULTS

If bridge crossing is at a high point in line, install all air and vacuum valves appropriate for design conditions.

2.08 ISOLATION VALVES

An isolation valve shall be provided on either end of the bridge.

2.09. ACCESSIBILITY

Generally, the pipe should be placed in a location where personnel can easily access and maintain the pipe.

PART 3 RIVER CROSSINGS

3.01 GENERAL

This section covers the design criteria to be used on river crossings.

3.02 ENCASEMENT

Pipe shall be encased in concrete for the length of pipe underneath high water mark.

3.03 PIPE

For river crossing, the pipe joints shall be push-on joints with joint restraint, PVC C900 or approved equal by Town Engineer.

3.04 BEND RESTRAINT

All vertical bends shall be restrained with mega lugs and vertical reaction blocks and all thread rods between bends or between bends and concrete thrust tie.

3.05 PERMITS

Generally, a river crossing will require a 404 Permit or Nationwide Utilities Permit from the Army Corps of Engineers. The Applicant should begin the permit process as soon as possible, as the process can take from 30-90 days to secure the permit. A Colorado Parks & Wildlife permit may also be required.

PART 4 STORAGE RESERVOIRS

4.01 GENERAL

This section covers the design criteria to be used on storage reservoirs. The Town may allow either a buried concrete or aboveground steel reservoir. The Town reserves the right to require either a concrete or steel tank depending on the field conditions, size and location of the tank. The Town shall determine the size and location of the storage tanks.

4.02 FOUNDATION DESIGN

A soil and geological report shall be provided which makes recommendations on the required foundation.

4.03 STRUCTURAL DESIGN

Complete structural design, with calculations and shop drawings submitted by a professional engineer shall be provided. If a welded steel tank is provided, it shall conform to AWWA D100, latest revision.

4.04 CDPHE REQUIREMENTS

All Colorado Department of Public Health and Environment, Water Quality Control Division regulations shall be followed.

4.05 TANK INSULATION

Not Applicable.

4.06 STEEL TANK PAINTING

Use an AWWA approved paint system for tank interior and exterior coating on all steel tanks. Painting shall conform to AWWA D102, latest revision.

4.07 RE-CIRCULATION PUMP

A recirculation pump will be required.

4.08 TELEMETRY, SCADA

The reservoir shall be fitted with telemetry that will communicate with the Town's existing SCADA system.

4.09 OVERFLOW

Needs to discharge to adequately sized, non-destructive location.

PART 5 PRESSURE REDUCING VAULTS (PRV) – DETAIL W-11

5.01 GENERAL

This section shall cover the design criteria to be used on pressure reducing vaults. The Town shall determine the location of PRV's.

5.02 PRV VALVE

The PRV valve shall be a Clayton valve as manufactured by the Cla-Valve Company. The main valve shall be a single seated, hydraulically operated, pilot controlled, diaphragm-type globe valve.

5.03 PILOT CONTROL SYSTEM

Cast bronze ASTM B62 with 303 stainless steel trim. Install isolation cocks, closing and opening speed control and strainers on pilot controls.

5.04 PRESSURE GAUGES

Install two stainless steel, liquid-filled, hermetically sealed pressure gauges with pressure snubbers, and isolation cocks. Locate at main inlet and outlet of vault so that if one PRV is isolated, gauges will still register.

5.05 BYPASS PIPING

Install a bypass around main PRV valve so that mainline can be filled and service maintained with PRV valve out of service. Bypass shall be installed with an isolation valve.

5.06 PRESSURE RELIEF VALVE

If damaging downstream pressure can result when PRV is stuck in open position, then a pressure relief valve, that drains to an acceptable location, shall be installed on downstream side of PRV on either the main line or bypass line. Pressure relief valve shall be piped to daylight and appropriate flow dissipation.

5.07 ISOLATED VALVES

Install isolation resilient seat gate valves inside of vault so that main PRV valve can be isolated outside of vault.

5.08 AIR RELEASE.

Install an air release and vacuum valve on both inlet and outlet of pipe in vault. Each air release valve to have an isolation valve.

5.09 PRV VAULT

All valves, appurtenances and pipe to be enclosed in a concrete or steel vault. Install link seal or equivalent between pipe inlets, outlets and vault wall. Provide frost-proof aluminum manhole lid marked "Water" on concrete vaults. Plastic covered steel MH rungs shall be provided on concrete vault with the first step not being greater than 18 inches from finished grade. Install concrete supports under PRV and tees.

5.10 FITTINGS

All main line fittings shall be ductile iron flanged fittings with Core Blue bolts.

5.11 RISING STEM WHERE TELEMETRY EXISTS.

PART 6 WATERLINE INSULATION – DETAIL W-6

6.01 GENERAL

This section shall cover the installation to be used on water lines when insulation is required. The Town engineer will approve the use of insulation on waterlines if the conditions will not allow the waterline to be buried deep enough to obtain 8 feet of depth below the lowest storm drain pipe.

6.02 INSTALLATION

In areas where 8 feet of depth is unable to be obtained between the waterline and the lowest storm drain pipe insulation can be approved by the Town engineer. The insulation shall encase the waterline 4 feet in either direction of the crossing. Four inch thick polystyrene (Blue Trustee's) shall be installed 1 foot away from the pipe on both sides and the top. Contractor shall provide a minimum of 18 inches between the top of the insulation and the invert of the storm drain. See Detail W-9.

6.03 TRANSMISSION LINE TAPPING

Not allowed.

6.04 PIPE JACKING/BORING

6.05 GENERAL

This section shall cover the installation of utilities within a pipe casing that has been jacked or bored. Refer to Details W12 and W13 for design and installation details.

6.06 MANUFACTURE'S REFERENCE. CASCADE CST – EX

PART 7 WATER METER VAULT – DETAIL W-10

7.01 GENERAL

This section shall cover the design criteria to be used on water meter vaults. Refer to Detail W-10 for water meter vault details.

END OF SECTION

SECTION 8

CROSS CONNECTION CONTROL ORDINANCE

PART 1 GENERAL

1.01 THE TOWN OF FAIRPLAY'S AUTHORITY TO IMPLEMENT AND MAINTAIN A CROSS-
CONNECTION CONTROL PROGRAM is contained in the following legislation.

1. The Town of Fairplay Municipal Code, Chapter 13, Article II.

END OF SECTION

SECTION 9**TRENCHING, BACKFILLING AND COMPACTION****PART 1 GENERAL****1.01 SCOPE**

Work to be performed under this section shall include all labor, equipment, materials and miscellaneous items necessary to perform all excavation, backfilling and compaction of underground pipelines, conduits, cables and appurtenances shown on the Drawings and specified herein.

All work within the rights-of-way of the Federal Government of the Colorado Division of Highways, County Governments or Municipal Governments shall be done in compliance with requirements issued by those agencies. All such requirements shall take precedence over these Specifications. It shall be the Contractor's responsibility to secure all required excavation permits and pay all costs thereof. Contractor will be required to obtain necessary road cut permits.

1.02 FIELD CONDITIONS

- A. Existing Utilities. Underground utilities, except service lines, known to the Engineer have been shown on the Drawings. Locations are approximate only and may prove to be inaccurate. The Contractor is responsible for verification of the existence, location and protection of all utilities within the construction area.

Before commencing with work, the Contractor shall notify all public and private companies who may have utilities within the project limits. The Contractor shall coordinate with these entities all excavation performed. The Contractor shall obtain all permits required by utility owners.

In the event of damage to any existing utility, the Contractor shall be solely responsible for the repair and payment for repair of all such damage.

The Contractor shall make arrangements for and pay all costs for relocation of utilities requiring relocation as indicated on the Drawings. Should utility obstructions, not shown on the Drawings, be encountered and require relocation, the Contractor shall notify the Owner and the Engineer and shall make arrangements necessary for such relocation. The Owner shall pay the costs for such relocation.

- B. Existing Improvements. The Contractor shall restore or protect from damage all existing improvements encountered in performance of the work. Improvements damaged, as a result of this work shall be restored to original condition or better, as determined by the Engineer.

Adjacent property shall be protected by the Contractor from any damage. The Contractor shall be held solely liable for any damage to adjacent property and shall be responsible for all costs resulting from repair of such damage.

- C. Soil Conditions. It shall be the responsibility of the Contractor to examine soil conditions and characteristics, including the presence of groundwater that will be encountered within the limits of construction.

1.03 PROTECTION OF WORK

- A. Safety. All excavation shall be protected by barricades, lights, signs, etc., as required by governing federal, state and local safety codes and regulations.
- B. Sheet piling, Shoring and Bracing. Where trench walls are not excavated at a stable slope, the Contractor shall provide and maintain support sufficient to prevent caving, sliding or failure and property or bodily damage. Any damage due to inadequate support shall be repaired at the sole expense of the Contractor.

Under normal construction conditions, support shall be removed as work progresses. Support shall remain installed if directed by the Engineer or if pipe does not have sufficient strength to support backfill based on trench width as defined by the sheet piling. Sheet piling shall not be removed after the start of backfilling.

Use of a movable trench shield or coffin box will not be allowed where pipe strength is insufficient to support backfill as defined by the trench width after the trench shield is removed.

The Contractor shall be held solely responsible for any violation of applicable safety standards. Particular attention is called to minimum requirements of OSHA and Colorado Occupational Safety and Health (COSHA).

- C. Site Drainage. Excavation to be protected from surface water at all times. At no time shall excavated area be allowed to fill with storm water runoff. Contractor shall provide proper, temporary drainage structures at their cost to detour runoff from excavated areas.

1.04 BLASTING

No blasting shall be permitted without written consent of the Engineer. Blasting shall be done only after Engineer receives permission from the appropriate governmental authority(ies). Blasting shall be performed only by properly licensed, experienced individuals and in a manner such that no damage to any property or persons will occur due to either the blast or debris. Contractor shall provide proof of insurance as required by these Specifications, the governing authority or as required by Engineer prior to any blasting. All damage, as the result of blasting shall be repaired, at the Contractor's expense, to the satisfaction of the Engineer. All earth or rock loosened by blasting shall be removed from excavations prior to proposed construction.

1.05 CONSTRUCTION IN STREETS

When construction operations are located within streets make provisions at cross streets and walks for free passage of vehicles and pedestrians. Do not block streets or walks without prior approval.

1.06 SUBMITTALS

- A. Bedding Material
 - 1. Submit sieve analysis.
- B. Select Fill
 - 1. Submit sieve analysis.

PART 2 MATERIALS

2.01 EMBEDMENT MATERIAL

Pipeline embedment material shall comply with the appropriate classes as listed below and as illustrated in the approved Construction Drawings:

- A. Class A - Use for all PVC, CMP and concrete pipe under normal construction conditions.
 - 1. Characteristics - Densely compacted Class 6 aggregate granular foundation of depth shown on Typical Details with densely compacted Class 6 aggregate 12 inches above top of pipe.
- B. Class B - Use where improper trenching or unexpected trench conditions require its use as determined by the Engineer.
 - 1. Characteristics - Concrete cradle foundation with densely compacted Class 6 aggregate base backfill to 12 inches above top of pipe, or densely compacted Class 6 aggregate granular foundation with concrete arch cover to 6 inches above top of pipe.

2.02 SELECT MATERIAL

- A. Subject to approval by the Engineer, select material shall be allowed in place of the aggregate backfill for Class A when excavation and soil conditions allow, but only if approved by Engineer.
- B. Contractors shall bid project based upon Class A. If Class B or select material is used, price adjustments shall be made.
- C. Characteristics - Soil materials free from rocks, clods, and organic material.

2.03 CONCRETE FOR EMBEDMENT

Shall be 2,000 psi concrete (28- day compressive strength).

2.04 BACKFILL MATERIAL

- A. Characteristics - Native materials free from debris, organic matter and frozen material. Uniformly graded sufficient to allow proper compaction.
- B. Gradation - No boulders greater than 6 inch diameter in top 12 inches of backfill. Generally, no boulders greater than 12 inch diameter in remainder of trench.

PART 3 METHODS AND PROCEDURES

3.01 SITE PREPARATION

- A. Clearing. Remove all vegetation, stumps, roots, organic matter, debris and other miscellaneous structures and materials from project site. Dispose of off-site.
- B. Topsoil Removal. Strip existing topsoil from all areas to be disturbed by construction. Topsoil to be stockpiled separately from excavated materials.

3.02 TRENCH EXCAVATION.

- A. Limits of Excavation. Trenches to be excavated along lines and grades shown on the Drawings, or as modified in the field by the Engineer. Trench widths for pipe loading to be measured 12 inches above top of pipe.

Trench excavation not to be completed more than 100 feet in advance of pipe installation. Backfill to be completed within 100 feet of pipe installation.

- C. Facilities shall be maintained until all concrete is cured and backfilling is in place at least 24 inches above anticipated water levels before water removal is discontinued; all water removal shall be subject to approval by the Engineer.
- D. Stockpile Excavated Material. Excavated material to be stockpiled so as not to endanger the work or public safety. Maintain existing vehicular and pedestrian traffic with minimum disruption. Maintain emergency access and access to existing fire hydrants and water valves. Maintain natural drainage courses and street gutters.

Backfill material to be segregated from stockpiled topsoil and unusable backfill materials.

- E. Excavation for Appurtenances. Excavation to be done in accordance with these Specifications and as shown on the approved Drawings. Adequate working clearances to be maintained around appurtenances. Provisions for base and bottom preparations shall apply to all appurtenances.

Precautions to be taken to maintain trench widths in the vicinity of adjacent pipelines and conduits.

3.03 BOTTOM PREPARATION

- A. Undisturbed Foundation. Where soils are suitable and have adequate strength, bottom to be graded that pipe barrel rests uniformly on undisturbed soil. All rocks or stones that may result in a point bearing on the pipe shall be removed.

Undisturbed grades shall be within 0.1 feet tolerance. Soils for final pipe grade placed within these limits shall be ¾-inch screened rock.

- B. Bell Holes. Material to be removed to allow installation of all fitting and joint projections without affecting placement of pipe.

- C. Over excavation. Whenever trench is over-excavated to eliminate point bearing by rocks or stones or when undisturbed grade tolerances of 0.1 foot are exceeded, the Contractor is to re-establish grade using Class 6 aggregate bedding material. Compaction shall be 95% maximum density. All work to re-establish grade shall be at the Contractor's expense.
- D. Unstable Materials. Materials that are not capable of supporting super-imposed loadings are defined as unstable materials. Should unstable materials be encountered during excavation, immediately notify Engineer. If, in the opinion of the Engineer, unstable soil excavation is required and the Contractor could not have reasonably been expected to discover the existence of such materials during their site investigation, then a contract price for Unstable Soil Excavation shall be negotiated between Owner and Contractor. No payment shall be made for materials excavated prior to notification of the Engineer and negotiation of payment for extra work.

Inclusion of a bid item for Unstable Soil Excavation indicates such excavation is anticipated. The Contractor is to notify the Engineer prior to any unstable soil excavation; no payment shall be made for excavation prior to authorization of Engineer.

- E. Rock Excavation. Rock excavation shall be defined as removal of boulders in excess of 3 cubic yards of solid or fractured rock, which makes hand shaping of the bottom impossible and which requires techniques, such as blasting or jacking for removal, other than those which are being employed by the Contractor or are normally used in trench excavation, such as use of backhoes, trenchers, draglines, etc. Should unanticipated rock conditions be encountered, immediately notify the Engineer. If in the opinion of the Engineer, rock excavation is required and the Contractor has in fact made a diligent and determined effort to remove the material using normal excavation procedures as stated above, and the Contractor could not have reasonably been expected to determine the existence of such material during their site investigation, then a contract price for rock excavation shall be negotiated between the Contractor and the Owner. No payment shall be made for excavation performed prior to determination of a negotiated price.

Rock shall be removed to a 4 inch depth below grade. Additionally, all rock loosened during jacking, blasting, etc., shall be removed from the trench. For payment purposes, maximum trench width to be paid for shall be as defined in Subsection 3.02,

- F. Maximum depth to be paid for shall be 12 inch below required grade. All over-excavation shall be replaced as specified in Subsection 3.03, C.

Inclusion of a bid item for rock excavation indicates such excavation is anticipated. Contractor to notify Engineer prior to any rock excavating; no payment shall be made for excavation prior to notification.

3.04 BACKFILLING

- A. Tamping Equipment. Except immediately next to the pipe, mechanical or air operated tamping equipment to be used. Hand equipment, such as T-bar to be used to pipe if necessary. Care to be taken when compacting under, alongside and immediately above pipe to prevent crushing, fracturing shifting of the pipe. The Contractor is to note densities required for materials are or being backfilled and shall use appropriate approved equipment to obtain those densities.

Wheel rolling is not considered to be an adequate compaction technique to meet these Specifications and will not be allowed. Where 85% compaction is required, wheel rolling may be considered. Before acceptance, the Contractor shall backfill a portion of the trench and pay for density testing to verify adequacy of the proposed backfill techniques.

A hydro hammer may be allowed to obtain the specified density up to 4 feet in depth. The Contractor will be required to re-excavate those areas that have been tamped so that density tests can be taken to insure that the specified density is being obtained full depth.

- B. **Moisture Control.** Generally maintain moisture of backfill material with 2% of optimum moisture content as determined by ASTM D698. Maintain closer tolerances as needed to obtain densities required.
- C. **Compaction.** Maximum density (100%) based on ASTM D698 or AASHTO T99.
 - 1. Bedding Material, including material used for over-excavation of any kind: 95%.
 - 2. Select Material: 95%
 - 3. Backfill beneath existing or proposed pavement, roadways, sidewalks, curbs, utility lines and other improvements or within 5 feet horizontally of such improvements: 95%.
 - 4. Backfill within public or designated right-of-way: 90% or as shown on the approved Drawings.
 - 5. Backfill within undeveloped, green or undesignated area: 85%.
 - 6. Backfill for any fill over overcut grading in areas of lot/home construction: 95%.
- D. **Placing Backfill.** The maximum loose lifts of backfill material to be as follows: use smaller lifts where necessary to obtain required densities:
 - 1. Bedding and select material: 6 inches (or see Section 3.03A).
 - 2. Backfill Material: 12 inches where 95% compaction required; 24 inch where less than 95% compaction required.
- E. **Backfilling Appurtenances.** Backfilling to be done generally at the same time as adjacent pipelines. Backfilling procedure to conform to this section. Use special techniques or materials as shown on drawings.
- F. **Disposal of Excess Excavation.** Contractor to dispose of excess excavation off site. The Owner shall have the right to elect to have the excess excavation disposed of at a designated site within the project limits. Excavation may be wasted on-site only if approved by the Engineer. Disposal in any case shall be the sole responsibility of the Contractor.
- G. **Jetting.** Jetting and water inundation are generally not permitted methods of compaction. The Engineer may allow jetting under certain field conditions. Techniques including depth of lifts, amount of water to be used, penetration of hose jet, etc., shall be at the direction of the Engineer. No jetting will be allowed on materials with a 200 minus gradation of greater than 15%. Contractor shall pay cost of all water used, soil classification testing and retesting or recompaction required. No jetting shall be done prior to written approval and direction of the Engineer.
- H. **Maintenance of Backfill.** Contractor to maintain all backfill in a satisfactory condition during the extent of the contract and warranty period. All surface deterioration determined to be

the responsibility of the Contractor and the Contractor upon notice by the Owner shall repair all settlement at once. All costs for repair and all liability, as a result of surface deterioration or settlement, shall be the responsibility of the Contractor.

- I. Clay Barrier Water Stops. Because of the presence of ground water, a clay barrier may be required to be installed full depth in trench in place of all bedding material and backfill. This barrier shall be full depth and two feet thick and installed every 100 linear feet of trench. Clay barrier installation shall be considered incidental to the pipe installation and not paid for separately.

3.05 SURFACE RESTORATION

All existing surface improvements and site conditions disturbed or damaged during construction to be restored to a condition equal to pre-construction condition. All restoration costs are considered incidental to excavation and backfill.

- A. Improvements. Replace, repair or reconstruct all improvements as required. Work will not be accepted until restoration is accepted by Engineer and all affected property owners. Improvements include, by example, other utilities, culverts, structures, curb and gutter, mailboxes, signs, sprinkler systems, etc.
- B. Final Grading. The Contractor is to re-establish existing final grade or finish final grades as modified and shown on the approved Drawings. The Contractor is to backfill to proper subgrade elevation with backfill material to allow placement of surface improvements or materials.
- C. Roadways. All roadways to be restored to original condition with material types removed. Materials and methods to conform to applicable portions of current Colorado Department of Transportation (CDOT) specifications. Additional requirements are:
 1. Minimum base course material on gravel roadways or minimum depth gravel on hard surface roadways to be 8 inch, unless shown otherwise on approved Drawings.
 2. Minimum bituminous surfacing to be 3 inch unless shown otherwise on approved Drawings.
 3. Minimum concrete pavement surfacing to be 6 inch, unless shown otherwise on approved Drawings.

PART 4 QUALITY CONTROL - FIELD

4.01 COMPACTION

It should be fully understood that it will be the sole responsibility of the Contractor to achieve the specified densities for all embedment and backfill material placed. Contractor will be responsible for ensuring that correct methods are being used for the placement and compaction of said materials. Correct backfill methods include, but are not limited to:

- A. Use of proper equipment for existing soil condition encountered.
- B. Moisture content of existing soils; determination if water should be added or if soil should be air dried to reduce moisture content.

- C. Thickness of backfill lift. Contractor may, at their own expense, have an approved geotechnical engineer monitor the methods of backfill and compaction used to ensure that the desired densities are being obtained. Inspection and testing will be performed as directed by the Town. Testing will be conducted as a quality control check to verify the Contractor's compliance with the standards indicated the Specifications.

4.02 INSPECTION AND TESTING

Inspection and testing to be performed at the direction of the Engineer. Contractor to cooperate fully with all persons engaged in testing. Contractor to excavate as required to allow testing. Contractor to backfill all test excavations in accordance with these Specifications. Any areas, which require a specified density, including fill, backfill, trenches, embankments, road base, hot bituminous pavement, backfill for structures, shall be tested.

4.03 DENSITY TESTING AND CONTROL

- A. Reference Standards. Density/moisture relationships to be developed for all soil types encountered according to ASTM D698 or AASHTO T99.B.Field Testing. Testing for density during compaction operations to be done in accordance with ASTM D2922 using nuclear density methods.
- C. Frequency of Testing. Minimum of 1 test every 250' trench per lift or as directed by Engineer. Contractor to excavate to depths required by Town for testing and backfill test holes to density specified.
- D. Retesting. In the event of failure to meet compaction criteria, Contractor shall re-excavate and re-backfill at direction of Town. All retesting to be paid for by Contractor and to be performed by soils testing firm approved by the Town.

DIVISION 4



Division 4 Minimum Design Standards

INDEX

STREET STANDARDS

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SECTION 4.0 – MINIMUM DESIGN STANDARDS

STREETS

4.01 GENERAL

All curb, gutter, sidewalk and street design, rights-of-way and street widths shall conform to the minimum requirements of the Town of Fairplay Street and Drainage Master Plan and the Fairplay Municipal Code. Definition of streets shall be as defined therein. Care shall be taken to insure continuity of grades, widths, etc., of proposed, existing and future installations. Private non-commercial streets and parking lots shall be built to these standards, including curbs, gutters and sidewalks, unless otherwise approved by the Town Engineer.

4.02 GEOMETRICS AND GRADES

Streets having a percentage of grade along the centerline stationing equal to or greater than one (1) percent shall be designed with two (2) percent crown. Where percentages of grade along centerline stationing are less than one (1) percent, crown shall be increased to three (3) percent. Back of walk elevations shall be set equal on all streets. Where intersection is encountered in the design, the cross section of the street approaching another shall be transitioned (for seventy-five (75') feet) from a crown slope to a cross-slope condition, matching the intersecting streets flowline grade. In no case shall a flowline slope at an intersection.

The following shall be the maximum and minimum grades and minimum length of vertical curves for all street design. The Town Engineer may permit deviations from these requirements when, in his judgment, terrain conditions are such that minimum or maximum grades as set forth are not feasible. Absolute minimum grade that may be considered by the Town will be 0.5% and shall be carried in continuous intervals not to exceed 100 ft. as indicated by centerline stationing. Percentage of grade along the centerline through intersections shall not exceed five (5) percent. Centerline street profiles shall be extended for future construction, beyond the limits of the project being designed, for a distance of 1000 feet or to connect to an existing improved street, whichever is the lesser.

<u>Design Geometrics</u>	<u>Type of Street</u> Minor &	<u>Unit</u>	<u>Local</u>	<u>Collector</u>	
Nominal Design Speed		MPH	20	20	
Maximum Grade		%	10	8	
Minimum Grade	(1)	%	1	1	
Vertical Curve @ Crest	(1) (2) K		25	50	100
Vertical Curve @ Sag	(1) (2) K		35	50	80
Centerline Radius	(1)	Ft.	100	175	
Sight Distance – Stopping	(1) (3) Ft.		200	250	375
Sight Distance – Intersection	(1) (4) Ft.		300	350	450
Tangent Section between Reverse Curves	(1)	Ft.	50	150	

1. All values are minimums.
2. Length of vertical curve $L=KA$, A= Algebraic difference in grade.
3. Measured from height of eye 3.75 ft. to a height of six (6) inches on pavement.

4. Measured from a point on the minor road at least 15 ft. from the edge of the major road pavement and measured from a height of eye of 3.75 ft. to a height of object of 4.5 ft. on the major road.

4.03 STREET DESIGN

Construction of streets shall conform with the following design standards and regulations:

- A. The street pattern shall conform to any transportation plan or comprehensive plan adopted by the Board of Trustees and shall afford safe and convenient access to all lots within the subdivision.
- B. Streets shall be designed to join with planned or existing streets.
 1. Intersections of streets shall be at right angles unless otherwise approved by the Board of Trustees and the Town Engineer.
 2. No more than two streets shall intersect at one point.
 3. Two local streets meeting a third street from opposite sides shall meet at the same point, or their centerlines shall be offset at least one hundred feet (100').
 4. Collector streets meeting a third street from opposite sides shall meet at the same point, or their centerlines shall be offset at least one hundred feet (100').
 5. The Town Engineer may approve exceptions to the provisions of this subsection in extraordinary circumstances where safety is not compromised.
- C. Streets shall have the names of existing streets which are aligned in the Town, or as specified by the Town of Fairplay Public Works Manual.
- D. Streets which are an extension of existing or platted streets shall bear the same classification as that assigned to the existing or platted street in any adopted transportation or comprehensive plan, and shall conform to any special standards pertaining to such classifications.
- E. Local residential streets shall be laid out to discourage through traffic, and where a proposed subdivision borders on or includes a street designated arterial intersections of proposed streets with such arterial shall be held to a minimum. Lots bordering arterial roadways may be either reverse facing on an interior street within the subdivision, or served by a frontage road.
- F. Streets shall be designed to bear a logical relationship to the existing topography.
- G. Dead end streets shall not be permitted. A street may end in a permanent cul-de-sac providing that the street is not longer than six hundred sixty feet (660') and that the radius of the turning areas be at least forty-five feet (45') to the curb, and fifty feet (50') to the edge of the right-of-way. Adequate space shall be provided for plowed snow storage by providing a T-shaped turnaround with a minimum turning radius of fifty feet (50') for a residential development and seventy-five (75') for commercial or industrial developments where tractor-trailer trucks will be using the street.
- H. All subdivision streets shall comply with the "Typical Roadway Sections" which may be adopted and amended from time to time by resolution of the Board of Trustees. Streets, alleys, rights-of-way, sidewalks and easements shall comply with all federal and state specifications, and in addition, shall meet the following minimum width standards:

1. Collector streets shall have a minimum right-of-way of sixty (60'), with a minimum paved portion and measured from flow line to flow line, of forty-four feet (44');
2. Local residential streets shall have a minimum right-of-way of sixty feet (60'), with a minimum paved portion of thirty-six feet (36'), measured from flow line to flow line;
3. Alleys (where permitted), twenty feet (20').
4. Crosswalk easements, ten feet (10').
5. Drainage easements, ten feet (10'), or larger if so required by the Town Engineer.
6. Half-streets shall not be permitted, except when required to complete a half street already in existence;
7. All utilities shall be installed before streets or alleys are surfaced;
8. Subdivision as-builts shall show dedicated right-of-way;

4.04 ALLEYS AND EASEMENTS

Paved alleys may be provided and shall be required unless other provisions are made and approved for service access. Easements for utility purposes shall be required along all sides and real lot lines. Drainage easements shall be designed to accommodate expected runoff and shall comply with the provisions of the Town of Fairplay Public Works Manual.

4.05 STREET IMPROVEMENTS

All street improvements described in the Town of Fairplay Public Works Manual are the financial responsibility of the subdivider, subject to the provisions of the Town of Fairplay Public Works Manual, unless specifically exempted through written agreement with the Board of Trustees. All streets and alleys proposed for dedication to the public shall be laid out, graded and paved from curb to curb, and painted to the specifications to the Town. Curb and gutter and sidewalks shall be installed on all streets unless special circumstances warrant the Board of Trustees to specifically waive installation in writing. In cases where a previously existing street which has not been brought up to Town specifications is located within a subdivision, such street shall be paved with curb and gutter; sidewalk and other improvements shall be installed in order to meet Town specifications. If any subdivision is located adjacent to any existing street right-of-way, the subdivider shall provide such street with improvements as required to bring such street up to Town specifications. The subdivider shall provide and install street signs to all street intersections and also traffic control signs as requested by the Board of Trustees through their designated representatives, or shall reimburse the Town for their initial installation. Permanent reference monuments and monument boxes shall be installed by the subdivider to Town specifications, as shall bicycle paths where they are required by Town regulations. Streetlights when required by Town regulations shall be installed.

4.06 CURBS, GUTTERS, SIDEWALKS AND CROSSPANS

All curbs, gutters, sidewalks and crosspans shall conform to the Town of Fairplay Standard Drawings. Standard combination curb, gutter and sidewalk sections shall be six and a half foot (6'6") wide in locations noted as follows:

- A. On individual streets where the obsolete section exists intermittently along 50% of the total frontage of both sides of the street, or where it is reasonable and practical to continue the obsolete section as determined by the Town Engineer. (Intermittently shall be interpreted to mean at least three (3) different sections with at least one (1) section on each side of the street).

- B. Where obsolete sections exist to boundary of earlier subdivision, this section shall be continued in new subdivision to first radius point.
- C. Where existing obsolete section is being replaced.
- D. Sidewalks are required on both sides of all streets and shall be at least four feet (4') wide in residential areas and eight feet (8') wide in commercial areas. All streets shall have vertical curb and gutter and attached sidewalk. Design of streets in commercial and industrial areas shall be approved by the Board of Trustees.
 - 1. Construction of sidewalks shall be to specifications set by the Board of Trustees through their designated representatives
 - 2. All sidewalks shall be ramped to meet ADA standards at all street intersections or other pedestrian crossing areas.

4.0.7 UTILITIES

All house service lines, main lines, etc., shall be installed according to Town of Fairplay Standard Specifications prior to paving of any street.

4.0.8 DRAINAGE

All streets shall be designed to provide continuous surface drainage directed to storm drain inlets and drainage courses. Grades shall permit flow without ponding. Five (5) feet concrete crossspans shall normally be installed across those streets at intersections carrying traffic, which must stop. Installation of pans between intersections or across streets carrying through traffic at intersections shall be avoided in all possible cases. A check shall be made to be sure of continuity of drainage design between the proposed construction and existing of future construction. In no case shall surface drainage be permitted to be disposed of overland except by approved storm drainage facilities

4.0.9 FLEXIBLE PAVEMENTS

Flexible pavement shall consist of deep strength asphaltic concrete or a combination of asphaltic concrete and granular base course. Pavement thickness shall be determined by use of underlying soil group index values. These values shall be determined by recognized soils testing laboratories under direction of professional engineers. Samples for group index value determinations shall be taken between gutter lip lines of proposed streets at 300-foot intervals for all new streets. Where the length of the proposed new street is less than 300 feet, two (2) group index determinations shall be made. Test results shall be interpreted in such a manner as to insure adequate pavement thickness in all cases. Where testing indicates maximum average group index values less than 4.0, deep strength thickness shall be taken as six (6) inch minimum for collector and four inch (4") minimum for local streets. Minimum thickness of base and asphaltic pavement combinations shall be three (3) inch asphaltic concrete, twelve (12) inch pit run and six (6) inch road base for collector and local streets respectively. Where group index values exceed 4.0, pavement thickness shall be determined from standard drawing. Where appreciable changes in group index values occur for different streets throughout a subdivision, thickness may vary but thickness shall remain constant throughout each street.

END OF SECTION

SECTION 4.1**CONSTRUCTION MATERIALS AND METHODS****STREETS****4.1.1 GENERAL**

Curb, gutter, crosspans, sidewalk, ramps, driveway access, street surfacing and/or rejuvenation of asphaltic surface in public right-of-way under the jurisdiction of the Town, shall be installed in accordance with approved engineered plans, these Specifications and the General Conditions of the Public Works Manual of the Town of Fairplay.

Requirements for site preparation, care of topsoil, excavation, embankment and treatment of cut areas are covered in Section 4.3 of these Standard Specifications.

The contractor shall obtain a street cut permit and notify the engineer in writing, twenty-four (24) hours before the planned construction is to commence or when work is to be resumed following a delay.

The Town shall perform all required asphalt paving of Town streets per ordinance 578.

4.1.2 MATERIALS

Materials that are to be manufactured, processed, furnished and installed in street subgrades and finished surfaces shall conform to the minimum standards hereinafter referred to.

Specifications for materials as set forth by the American Society for Testing Materials (ASTM), the American Association of State Highway Testing Officials (AASHTO) and the Colorado Department of Transportation (CDOT) are made a part of these specifications. Referenced standards are considered to be the latest edition and revisions thereof.

4.1.3 CONCRETE

Class "A" concrete, as set forth in Part 2 Section 9 of these Standard Specifications, shall be used in the construction of curbs, gutters, sidewalks and cross pans.

4.1.4 BORROW

Loose friable soil reasonably free of refuse, stumps, roots and rocks. The maximum dimension of any rocks placed in fills shall not exceed two-thirds of the depth of lift being placed or twelve (12) inches, whichever is the lesser.

4.1.5 AGGREGATES FOR SUBBASE, BASE COURSE AND SURFACE COURSES

Aggregate and soil aggregate meeting the gradation hereinafter specified which have a plastic index not to exceed six (6), when tested in accordance with AASHTO T89 and T90 respectively, shall conform to the quality requirements of AASHTO M-147 except as modified below.

A. SELECT SUBBASE

Sieve Designation	% by weight passing 2/3 (depth of lift) 100
Characteristics	Retained on #10-LA abrasion-(not applicable)
Characteristics	Passing #4 – L.L. 30 max.

B. BASE COURSE

<u>Sieve Designation</u>	<u>% by weight passing</u>	
	<u>Class 5</u>	<u>Class 6</u>
2 1/2"		
2"		
1 1/2"	100	
1"	95-100	
3/4"		100
#4	30-70	30-65
*8		25-55
#200	3-15	3-12
L.A. Abrasion	50 max	50 max
Liquid Limit	30 max	30 max
Plastic Index	6 max	6 max

Recycled concrete meeting the above requirements can be substituted.

A. HOT PLANT MIX; PAVEMENT AGGREGATE

<u>Sieve Designation</u>	<u>% by weight passing</u>		<u>Application</u>
	<u>Grading S (2)</u>	<u>Grading SX (2)</u>	
	<u>Surfacing</u>		<u>Overlay</u>
1"	100		
3/4"	90-100		
1/2"			90-100
3/8"			
#4	(1)		(1)
#8	23-49		28-58
#3			
#200	2-8		2-10

1. 50% of the aggregate by weight retained on the #4 sieve shall have at least two (2) fractured faces when tested in accordance with Colorado Department of Transportation Procedure 45.
2. Aggregates shall have a percentage of wear, when tested in accordance with AASHTO T-96, of not more than forty-five (45).

4.1.6 CHIP SEAL COAT COVER AGGREGATES

Aggregates for cover coat material shall be 100% crushed stone, crushed slag, crushed gravel, or natural gravel conforming to the following requirements:

- A. % of wear, Los Angeles Test (AASHTO T-96), not more than 35.
- B. 100% of the gravel by weight retained on the No. 4 sieve shall have at least two (2) fractured faces.
- C. When tested in accordance with AASHTO T-182, aggregate shall have a retained bituminous film above 95%.
- D. Meet the following gradations:

<u>Sieve Designation</u>	% by weight passing		<u>Application lbs / sq.yd.</u>
	<u>Type II</u>	<u>Type III</u>	
1/2"	100	100	
5/8"	-	-	
#4	0-15	0-30	
#200	0-01	0-1	20-25

4.1.11 BITUMINOUS MATERIALS

Asphaltic cements shall conform to the requirements of AASHTO M 320 and liquid asphalt materials shall conform to the requirements of AASHTO M-81, M-82 and ASTM D-2026 for the designated types and grades

Emulsified asphalt shall conform to AASHTO M-140 and M-208 for the designated types and grade.

Asphalt rejuvenating agents shall be composed of a petroleum resin-oil base uniformly emulsified with water and shall conform to the quality requirements of the Colorado Department of Transportation.

- A. Prime Coat shall be MC-70 bitumen applied at the rate of 0.25 – 0.25 gal/sq.yd. of surface area.
- B. Cement shall be PG58-28, or as stated in the contract. incorporated with hot plant mix pavement aggregate at the rate determined by a Mix design prepared by a Professional Engineer meeting the requirements of Section 401 of the Colorado Department of Transportation Current Standard Specifications.
- C. Tack Coat shall consist of one (1) part Grade CSS-1h emulsion conforming to AASHTO M-208 and one (1) part water, applied at the rate of not more than 0.1 gal/sq.yd. of surface area.
- D. Seal Coat shall be a cationic rubberized or polymerized asphalt emulsion.
- E. CRS-2P or HFRS-100S when applied at the rate of 0.30 – 0.35 gal/sq.yd. of surface area are considered as meeting this specification.

4.1.12 GEOGRID

4.1.13 GEOTEXTILE FABRIC

Geotextile fabric to be in accordance with Section 712.08 of the latest revisions to the Colorado Division of Transportation Standard Specifications for Road and Bridge Construction.

4.1.14 CONSTRUCTION PRACTICES

All work in public rights-of-way shall be constructed to the lines and grades called for on Town approved plans. Stakes to control the work shall be set in the field by survey parties working under the supervision of a registered land surveyor. Town survey crews will establish the control for Town projects and controls established by developers are subject to checking by Town crews.

Bituminous materials and aggregates conforming to the material section of these specifications, shall be blended to the proportions of the job mix formula, spread, finished and compacted in place, utilizing equipment and procedure methods as set forth in Sections 401.01 through 401.20 of the Colorado Department of Transportation Standard Specifications and these specifications.

4.1.15 SITE PREPARATION, EXCAVATION, AND EMBANKMENT

(See Section 4.3 of this public works manual).

4.1.16 CURB, GUTTERS, SIDEWALKS AND CROSSPANS

All curbs, gutters, crosspans, sidewalks, walk ramps and driveways shall be cast in place to conform to the dimensions and contain the reinforcing called for by the Town of Fairplay Standard Detail Drawings. Preparation of subgrade shall be in accordance with the requirements of Section 4.3 of these Standard Specifications. Forming, concrete placing, finishing and cutting shall conform with the requirements set forth in Section 4.3.

Crosspans, curb return wings, driveways, walk ramps and sidewalks shall have a concrete thickness of not less than six (6) inches. Detached sidewalks that are not subjected to vehicular traffic shall have a minimum concrete thickness of four (4) inches. Crosspans and curb return wings shall be reinforced with #4 rebar at 2 foot centers in both directions as called for in the Standard Drawings.

Where curbs and gutters are adjacent to and constructed in conjunction with sidewalks, the concrete shall be placed simultaneously on a compacted subgrade. Monolithic concrete so placed, as in all slabs on grade, shall be divided into ten (10) foot sections by dummy joints formed with a jointing tool. Dummy joints shall extend into the concrete for a depth of not less than $\frac{1}{4}$ of the slab concrete depth and shall be approximately $\frac{1}{8}$ " in width.

Premolded expansion joint filler $\frac{1}{4}$ " to $\frac{1}{2}$ " in thickness that extends for the full depth of the concrete shall be installed between all, concrete sidewalks, driveways, and any fixed structures or appurtenances such as manholes, utility poles, etc.

Back of curbs and edges of sidewalks shall be backfilled and shaped to drain after the forms have been removed. Areas between Property lines and back of sidewalk or curbs shall be shaped and uniformly graded.

4.1.18 AGGREGATE BASE COURSE

Base course shall be placed and compacted in four (4) inch to six (6) inch layers on a prepared subgrade surface in conformity with the lines, grades and typical cross sections shown on the plans.

Each layer shall be densified to ninety-five (95) percent of the Modified Proctor when tested in accordance with AASHTO T-180. Water shall be uniformly applied during compaction so as to achieve proper consolidation.

The prepared surface, ready to receive the surface course shall be uniformly graded to design elevation so when tested with a ten (10) foot straight edge the variation above or below the testing edge, between any two (2) contact points with the surface, shall not exceed 1/2" for Class 1 or 1/4" for Class 5 or Class 6 base course. Areas that do not conform with these tolerances shall be reworked.

4.1.19 ASPHALTIC CONCRETE JOB MIX FORMULA

The job mix formula developed in conformance with by the Colorado Department of Transportation Standard Specifications on the aggregates to be incorporated in the asphaltic concrete surface must be submitted to the Town of Fairplay Public Works Director for approval prior to commencing the work.

Hot plant mix surfacing material using aggregates from sources that have not been tested, for the purpose of developing a job mix formula, within nine (9) months prior to the date of intended delivery will be rejected.

The job mix formula with allowable tolerances shall be within the master range specified in the material section of these specifications.

4.1.20 MANHOLE AND UTILITY BOX ADJUSTMENTS

Manholes, valve and survey range boxes shall be adjusted to $\pm 3/8$ " of finish grade after the surface course of asphalt is placed. The contractor shall remove all foreign matter found or introduced into them in the performance of his work, and it shall be his responsibility to insure proper compaction around same after they have been adjusted.

On streets that are being sealed, the contractor shall cover the manhole and valve covers with a roofing paper or other suitable material prior to sealing. The covering shall be left in place for a minimum of forty-eight (48) hours after which it shall be removed and disposed of. All covers shall be clean when work is complete.

On streets that are being overlaid with asphaltic concrete the contractor shall adjust the valve boxes and manhole lids by adding riser rings.

4.1.21 BITUMINOUS PRIME OR TACK COATING

Compacted subbase material, in place and shaped to subgrade elevation, shall be primed or tacked to the limits specified in the Special Conditions or at the rates stated in Guidelines for Design and use of Asphalt Pavements for Colorado Roadways.

Bituminous materials shall be applied to the width of the section to be coated by means of pressure distributions in a uniform and continuous spread. Care shall be taken that the application of bituminous material at any point, especially at the junction of spreads, is not in excess of the specified amount. Coatings shall not be applied when the surface is wet or when the temperature is below fifty (50) degrees Fahrenheit.

Coatings shall be applied in such a manner as to offer the least inconvenience to traffic and to permit one-way traffic without pickup or tracking of the bituminous material.

4.1.22 BLOTTING

If after the application of the prime coat or rejuvenating agent, the bituminous material fails to penetrate or if chip and seal applications bleed, approved blotter material shall be spread in the amounts required to absorb any excess bituminous material.

4.1.23 FLEXIBLE PAVEMENT

Hot plant mix asphaltic concrete shall be prepared and mixed to the proportions of the Colorado Department of Transportation job mix formula for the aggregate source, in accordance with Section 401.13 through 401.15 of the CDOT Standard Specifications.

Hot plant mix asphaltic concrete shall be placed only on properly prepared or constructed and accepted subgrades that are free of water, snow or ice. Contact surfaces of curbs, gutters, manholes and other structures shall be tack coated with a thin uniform coating of RC of SS-IH bituminous material prior to placing asphaltic concrete adjacent thereto.

Asphaltic concrete, to provide in place compacted thickness of four (4) inches or less, shall be placed and struck off by means of bituminous pavers. Use of spreader boxes to place the bituminous mixtures shall be limited to asphaltic sidewalks or trails, trench patching and the bulbs of cul-de-sacs. Black base bituminous mixtures, whose in place compacted thickness is to be greater than four (4) inches and less than seven and one half (7 ½) inches, may be uniformly spread using a patrol. In areas where irregularities or unavoidable obstacles make the use of mechanical spreading and finishing equipment impracticable, the mixture shall be spread, raked and luted by hand tools. For such areas the mixture shall be dumped, spread and screeded to give the required compacted thickness.

Along the lip lines of gutters and crosspans sufficient bituminous material shall be deposited so that, after compacting, the wearing surface will remain not less than 1/4" nor more than 1/2" above the concrete when compacted to a catch curb. For median or spill curb wearing surface will be from 1/8" to 1/4" below concrete.

Longitudinal joints in the wearing surface layer shall be hand luted and provide a uniform transition, after compacting, between passes with the paving machine. They shall also be positioned such that they will overlay any sublayer longitudinal joint by six (6) inches. Longitudinal joints in the wearing surface shall be generally located as follows:

- A. For two lane roadways – at the center line of the pavement and at the outside edge of the traveled lanes.

- B. For roadways of more than two lanes – at the lane lines and at the outside edge of the travel lanes.

The bituminous mixtures shall be placed within the air temperatures limitation designated herein below and only with the weather conditions otherwise permit the pavement to be properly placed and finished.

PLACEMENT TEMPERATURE LIMITATIONS

<u>MINIMUM COMPACTED LAYER THICKNESS</u>	<u>WEARING SURFACE MINIMUM PLACEMENT AIR & SURFACE TEMPERATURE</u>	<u>BLACK BASE MINIMUM PLACEMENT AIR & SURFACE TEMPERATURE</u>
1" or less	60 degrees Fahrenheit	50 degrees Fahrenheit
>1" to 3"	50 degrees Fahrenheit	40 degrees Fahrenheit
>3"		30 degrees Fahrenheit

Asphaltic concrete shall be handled and placed on the prepared subgrade in such a manner as to minimize segregation. All segregated areas behind the pavers shall be removed immediately upon discovery and replaced at contractor's expense, with specification material before the initial rolling. If more than fifty (50) square feet of segregated material is ordered removed and replaced in any 500 linear feet of paver width laydown, paving operations shall be discontinued until the source of the segregation has been found and corrected.

After the asphaltic concrete has been spread, struck off and surface irregularities adjusted, it shall be thoroughly and uniformly compacted by rolling. Rolling of the surface shall begin as soon after spreading as rolling will not cause undue displacement cracking or shoving of the mixture. Rolling shall start at the sides and proceed longitudinally parallel with the street center line, each trip overlapping one-half (1/2) of the roller width, gradually progressing to the crown of the street. Rolling shall be continued until all roller marks are eliminated and a minimum density of change to match CDOT specs for superpave mix designs of a laboratory specimen made in the proportions of the job mix formula has been obtained.

On lifts of asphaltic concrete three (3) inches or more in thickness breakdown rolling shall immediately follow the spreading sequence using rubber tired rollers, free of recapped tires, followed by steel wheel rolling. Field density determinations will be made in accordance with Colorado Procedure #44 and #81.

Variation between any two (2) contacts with the surface shall not exceed 3/16" in ten (10) feet. All lumps or depressions exceeding the specified tolerance shall be corrected by removing defective work and replacing it with new material as directed.

4.1.24 PARKING LOTS, TRAILS AND WALKWAYS

Subgrades for parking lots, bicycle trails and walkways shall have all vegetation removed, subgrade shaped, compacted and the soils then sterilized prior to installing base course and/or asphaltic concrete to prevent plant growth.

Asphaltic concrete Grading S or SX shall be placed and compacted to a minimum compacted thickness of four (4) inches for bicycle trails and walkways, and a density of match superpave mix requirements of a laboratory specimen made in proportion to the job

mix formula. Compaction shall be uniform and accomplished by means of Town approved power rollers and/or hand tamping. Only in areas inaccessible to rollers will hand tamping be permitted. Asphalt thickness for parking lots shall be as called for in the plans.

4.1.25 STREET PATCHING

Areas in streets designated to be patched shall have the broken asphalt and subgrade materials removed to a depth of six (6) inches and disposed of. The patch subgrade shall then be stabilized with 1.5 inch rock as directed or compacted and fine graded. The perimeter of the patch area shall be trued to vertical uniform line and then tack coated with a thin uniform coating of RC or SS-IH bituminous material prior to placing and compacting asphaltic concrete adjacent thereto and therein.

4.1.27 GEOGRID – SUBGRADE STABILIZATION

Subgrades to be geogrid stabilized shall be cleared of all vegetation or topsoil and then proof rolled to determine local soft spots, observe deflections, rutting and/or pumping. Areas so identified shall be excavated and the void thus created shall be refilled with approved granular material and again proof rolled and shaped, as directed in the field by the Town Representative.

Sections of specified geogrid shall then be rolled to cover the subgrade, cut and trimmed to clean manholes and valve boxes by one foot while providing a minimum roll overlap of one and one-half feet along the seams. On areas that cannot be covered and properly overlapped with two rolls of geogrid; installation shall commence along the perimeter edges and proceed towards the center of the area making sure the minimum overlap along seams is obtained. Seams between rolls shall be anchored or tied together with wire, polyethylene braid, or stakes driven through the apertures of overlap, on ten (10) foot centers.

Select granular fill materials shall then be end dumped adjacent to the exposed geogrid and then advanced to cover the geogrid in a minimum five (5) inch lift using a front end loader or dozer. At no time shall the equipment, advancing the fill cover, be in direct contact with the geogrid.

After the initial five (5") inch granular cover lift is placed, the entire lift shall be proof rolled. Rutted and settlements that develop shall be filled with additional select material. Proof rolling and adding of select materials shall continue until the entire geogrid is in tension, the area being stabilized is to the plan designated elevation of cover material, or as directed.

4.1.28 GEOTEXTILE FABRIC PAVEMENT SYSTEMS

Base course and soil subgrades shall be shaped and compacted to grade in preparation for placement of geotextile fabric. Previously asphalted surfaces shall have all holes and soft spots patched with Colorado Department of Transportation Grading C hot bituminous asphalt. Existing cracks narrower than 3/8 inch in width shall be filled with a liquid asphalt cement. Cracks larger than 3/8 inch shall be filled with an approved asphalt filler. After patching and filling the existing asphalt surface shall have all dirt, water and grease removed there from. When required, truing or leveling courses of asphalt shall be in place prior to installation of the fabric.

The approved surface to be overlaid shall then be given a tack coat of PG 58- 28 asphalt cement, applied at the rate of 0.20 to 0.25 gallons per square yard, and immediately covered thereafter with the geotextile fabric.

Laydown of the fabric shall be performed such that there are no wrinkles and the overlap between rolls is between two (2) and six (6) inches. Where wrinkles occur, the fabric shall be cut and laid flat. Corrected wrinkle areas and seams between rolls shall be retacked with asphalt cement to insure fabric saturation.

Fabric shall be installed to within zero (0) to six (6) inches of gutter lip lines or crossspans with a minimum of two inches (2") of asphalt. If pavement is not milled, fabric shall be installed to eighteen inches (18") within curb line. Around manholes, valve boxes, vaults, etc. the fabric shall be neat line trimmed and cut so as to clear the intrusion by one (1) foot.

Immediately after the fabric is in place, asphalt overlay paving shall commence. The minimum compacted thickness of asphalt overlay pavement, installed over a geotextile fabric, shall be 1 ½ inches. Use of fabric at locations where a potential for shoving exists, such as turning lanes and stopping intersections, is not recommended.

4.1.29 COLD MILLING, ASPHALT SURFACES

All valve boxes, manhole rings and covers within the area to be cold milled shall be lowered sufficiently to clear the milling operation, and then raised to within 3/8 inch of the resurfaced finished grade. Electric and phone vaults shall not be lowered, but shall be protected from damage during the performance of the work.

Cold milling shall be performed using mechanical equipment capable of uniformly routing materials while providing a uniform milled level or tapered surface, varying between 6 ½ to 8 feet wide and zero to 2 ½ inches in depth, per pass. Milled edges shall be vertical and true with the alignment of each pass of the equipment.

Electric and phone manholes and vaults are to be left with gradual asphalt tapered approaches in alignment with traffic flow, when resurfacing will not immediately follow the milling operation. Such approaches left to facilitate traffic adjacent to vaults, crossspans, utility manholes, structures, etc. shall be milled out or removed by other acceptable means, immediately preceding the resurfacing operation. Leaving of abrupt vertical edges that will impede traffic will not be allowed.

Where milling is required along and parallel with concrete gutters the router shall be set to provide a uniform tapered slope. The slope shall vary from two (2) inches below the gutter lip line to daylight with the existing asphalt surface, 6 ½ to 8 feet from and perpendicular to the gutter flow line.

Material recovered during the milling operation shall be disposed of by the contractor at his expense, unless otherwise directed.

Unless otherwise approved, milling and resurfacing shall be performed simultaneously such that both operations are completed during the same day.

4.1.30 OVERLAY SURFACE TREATMENT

Surfaces designated for asphaltic concrete overlay treatment shall have all soft areas removed and asphaltic concrete compacted in the void thus created. All cracks shall be sealed and low spots brought to grade with a leveling course of asphaltic concrete. The entire area shall be free of water and broom cleaned prior to commencing the leveling and/or overlay operation.

Cleaned areas to be leveled shall be tack coated, at the rate of 0.10 gallon per square yard with a 1:1 diluted CsS-1h emulsified asphalt. The tacked surface shall then be brought to grade by blade spreading or box laying and rolling therein, Colorado Department of Transportation Grading SX hot bituminous asphalt concrete.

Areas prepared for overlay shall be tack coated as specified above, for the leveling course. However, when a geotextile fabric is to be installed, the surface shall be tack coated with PG58-28 asphaltic concrete, applied at the rate recommended by the supplier.

Plant mix asphaltic concrete conforming to the Colorado Department of Transportation Grading SX shall be placed to an average compacted yield of 1 ½", or as directed over the tacked area. Plant mix asphaltic concrete shall be installed in accordance with the requirement set forth herein for flexible pavement. Except the compacted finished grade of asphaltic concrete at gutter lip line may not exceed the lip line elevation by more than one inch.

END OF SECTION

SECTION 4.2**CONSTRUCTION MATERIALS AND METHODS****CONCRETE****4.2.1 GENERAL**

All concrete and reinforcing placed in structures that are considered as capital improvements to the Town of Fairplay shall conform to approved engineered plans and these specifications.

Specifications of the American Society for Testing Materials (ASTM), detailed recommendations for acceptable practices set forth by the American Concrete Institute (ACI) and the Concrete Reinforcing Steel Institute (CRSI) are made a part of these specifications.

The contractor, through his fabricator, shall prepare and submit shop drawings showing all dimensions for fabrication and placing of the reinforcing steel, form work and accessories for review and approval before fabrication, when called for in the Special Conditions.

4.2.2 MATERIALS

Materials that are to be incorporated in the structure shall conform to the minimum standards hereinafter referred to, unless otherwise approved.

4.2.3 CEMENT

- A. Portland Cement, conforming to the requirements of ASTM C-150 Type I or II.
- B. Chemcomp, expansive shrinkage compensating cement, as manufactured by Texas Industries, Inc., or equal product licensed by and conforming to the requirements of the Chemical Prestressed Concrete Corp. (CPCC).

Admixtures

- C. Air Entraining Agent conforming to the requirements of ASTM C-260, Protex R03300-3, or approved equal.
- D. Water Reducing Agent conforming to the requirements of ASTM C-494, Master Builders Pozzoloth, or approved equal. No accelerators or admixtures containing chlorides will be permitted.
- E. Retarding Agent conforming to the requirements of ASTM C-494, Type B, Master Builders MB-HC, or approved equal. If Type D is used, adjust mixture of water reducing agent.

Lignin type retarders will not be permitted.

- F. Coloring Agent, when called for in the Special Conditions, shall conform to:
 - 1. Dry Shake Type, W.R. Grace & Co. Colorundum, or approved equal. Master Builders Colorcron will not be permitted.

- 2. Mix Dry type, W.R. Grace & Co. Staybrite, Master Builders Colormix, or approved equal.
- G. Fibrous Concrete Reinforcement: 1.5 lbs/cy o 100% virgin polypropylene fibrillated fibers, as manufactured by Fibermesh Co., Chattanooga, Tennessee, or approved equal, shall be plant batched into the mix when called for in the Special Conditions.
 - 1. Water – Potable, nonalkaline water devoid of salts and other injurious elements for concrete mixing shall be used.

4.2.4 AGGREGATES

- A. General: All fine and course aggregates shall conform to the following specifications:

Concrete Aggregate	ASTM C-33
Unit Weight of Aggregates	ASTM C-29
Organic Impurities Colormetric	ASTM C-40
Soundness of Aggregate by Sodium Sulfate	ASTM C-88
Sieve Analysis	ASTM C-29

- B. Gradation: Fine and course aggregates are regarded as separate ingredients and each shall be well graded between the limits as shown in the following chart:

Percentage Passing Designated Sieves and Nominal Size Designation

<u>Sieve Size</u>	<u>#467</u> <u>1 1/2" to #4</u>	<u>COURSE</u> <u>#57</u> <u>1" to #4</u>	<u>#67</u> <u>3" to #4</u>	<u>FINE</u> <u>AASO-M6</u> <u>#4 to #100</u>
2"	100			
1 1/2"	95-100	100		
1"		95-100	100	
3/4"	35-70		90-100	
1/2"		25-60		
3/8"	10-30		20-55	100
#4	0-5	0-10	0-10	95-100
#16		0-5	0-5	45-80
#50				10-30
#100				2-10

4.2.5 REINFORCING STEEL

- A. Bar Steel shall be round bars conforming to ASTM A-615, Grade 60, except #5 or smaller bars may be Grade 40 or 60 as shown on drawings, and deformed in accordance with the requirements of ASTM A-305.
- B. Dowels for Slabs on Grade at joints where indicated shall be hot rolled merchant bars conforming to ASTM A-151, C-1020.
- C. Miscellaneous Reinforcement not covered above must conform with the requirements of ACI-315 and ACI-318.

4.2.6 JOINT MATERIALS

- A. Non-extruding and resilient non-bituminous type conforming to ASTM D1752 or resin-impregnated fiberboard having the Physical requirements of ASTM D-1752, in widths shown or 3/8" where not shown, shall be used where joint sealers are indicated. Materials shall be Darasel-U fiberboard filler as manufactured by W.R. Grace & Co. or equal. Filler material containing asphalt or tar will not be allowed.
- B. Non-extruding and resilient bituminous type conforming to ASTM D-1751 shall be used for concrete paving and structural construction where joint sealers are not called for.
- C. Portland cement concrete pavement joints shall be sealed in accordance with the Colorado Department of Transportation (CDOT) specifications.

4.2.7 CURING COMPOUNDS

Curing Compounds where allowed shall conform to ASTM C-309.

4.2.8 PROPORTIONING INGREDIENTS

Concrete ingredients shall be proportioned so as to provide concrete which is workable and homogeneous, yet when hardened it will provide the required strength, durability, resistance to deterioration, abrasion, watertightness, appearance and other specified properties.

4.2.9 CLASS "A" CONCRETE

Concrete shall have a maximum allowable water cement ratio of 0.50 by weight. The fine aggregate shall be between 345 and 38% by volume of the total aggregates and the end product shall have a minimum 28 day compressive strength of 4,000 psi when tested in accordance with ASTM C-31.

4.2.10 CLASS "C" CHEMCOMP CONCRETE

Concrete shall have a minimum of 6.0 sacks of expansive shrinkage compensating cement per cubic yard and a water reducing admixture, incorporated in strict conformance with the printed instruction of the cement manufacturers of the concrete, so as to produce a slump not to exceed six (6) inches and an end product having a minimum twenty-eight (28) day compressive strength of 4,300 psi, when tested in accordance with ASTM C-31.

4.2.11 CLASS "F" FLOW FILL CONCRETE

Concrete mix design for flow fill concrete, a substitute for Colorado Department of Transportation CL I & CL II Structural and Utility Trench Backfill shall be as follows:

<u>Mix Proportion</u>	<u>ASTM</u>	<u>Per CY of Concrete</u>	
Portland Cement	C-150	42	lbs.
Sand	C-33	1,845	lbs.
Aggregate #57	C-33	1,700	lbs.
AA	C-260	5	oz.
Water	C-94	325	lbs.

Compressive Strength: 28 day = 60 psi MAX

4.2.12 CONSTRUCTION

Application for the various combination of aggregate size, in combination with allowable air content and slump range, for the different classes of concrete are as shown below.

Nominal Max. Size Coarse Ag.	Air Content Range	Vib. Slump Range	Min. Cement Content	Concrete	Typical Application
In.	% by vol.	In.	Sks/CY	Class	
1 ½"	4-7	1-4	6.0	A	Columns, Slabs on Grade, Reinforced Walls
	4-7	1-3	6.0	A	Grade Beams, Caissons, Reinforced & Plain Footings
	4-7	2-3	6.0	A	Roadway Pavement
	4-7	2-4	5.0	A	Pipe Encasement, thrust blocks
	4-8	1-3	0.45	F	Structural backfill Utility Trenches V-ditches
1'	5-7	1-4	6.0	A	Columns, Slabs on Grade, Reinforced Walls
	5-7	1-3	6.0	A	Reinforced & plain footings, Grade Beams, Caissons, Columns
	5-7	2-4	5.0	A	Pipe Encasement, Thrust blocks
	5-7	4-6	5.5	C	Reinforced Slabs on grade
¾"	5-8	2-3	6.6	A	Bridge Deck
	5-8	1-3	6.0	A	Structural Slabs on Grade; Reinforced Columns, Footings, Beams and Walls

5-8

4-6

5.5

C

Reinforced Slabs
on grade

4.2.13 MIX DESIGNS

- A. Designs employing the same ingredients proposed for use and used successfully on a previous project under similar conditions to those anticipated on this project may be used. Provided the contractor requests and obtains Town approval on the following, all of which must be certified to by the supplier.
1. Concrete mix designs conforming to these specifications.
 2. ID sets of 7 and 28 day concrete strength tests made during the last 6 months on concrete conforming to the design in (1) above.
 3. Curve showing relationship of 7 and 28 day strengths in (2) above.
 4. Reports of compliance tests of fine and course aggregates made during the last six (6) months.

OR

- B. The contractor shall employ, at his expense an acceptable independent laboratory to design, proportion and select ingredients from the supplier's sources that will produce a concrete mix conforming to the requirements of these specifications, while providing proper placability, durability, strength and other required physical properties for the proposed application.

4.2.14 FORM WORK

Provide all forms, shores, cores, molds and similar items in sufficient quantity and quality to properly execute the work.

Lumber or plywood contact surfaces must be free from knots, warps, breaks, or other defects likely to cause irregular surfaces. Metal forms must be free from irregularities, dents and sags and suitable for concrete exposed to view in finished areas.

Do not reuse forms if there is any evidence of surface wear or tear which would impair the quality of the finish. Thoroughly clean and relubricate forms for reuse.

4.2.15 TOLERANCES

Construct forms so as to insure that concrete surfaces will conform to tolerances of Section 203.1 ACI 347.

4.2.16 REPARATION OF FORM SURFACES

Make forms sufficiently tight to prevent leakage of grout or cement paste. Seal wood surfaces against absorption of moisture from the concrete with an acceptable oil, sealer, or factory applied nonabsorptive liner.

Coat forms to prevent bond with concrete prior to placing of the reinforcing steel. Do not allow coating material to stand in puddles in forms nor to come in contact with concrete against which fresh concrete will be placed.

4.2.17 REMOVAL OF FORMS

- A. Form work that supports weight of concrete must remain in place until concrete has reached its specified 28 day strength, unless otherwise specified or permitted.
- B. Form work not supporting weight of concrete may be removed as soon as the concrete has hardened sufficiently to resist damage from removal operations.
- C. Whenever the form work is removed during the curing period, the exposed concrete shall be immediately cured by one of the methods herein specified.

4.2.18 FABRICATION AND PLACEMENT OF EMBEDDED REINFORCEMENT

4.2.19 FABRICATION TOLERANCE

- A. Sheared length and bends, $\pm 1"$.
- B. Depth of truss bars, stirrups, ties and spirals, $\pm 1/2"$.

4.2.20 PLACEMENT TOLERANCE

- A. Concrete cover to formed surface, minimum spacing between bars, top bars in slabs or beams and members to 8 inches deep, $\pm 1/4"$.
- B. Members between 8" to 24" deep, $\pm 1/2"$.
- C. Members more than 24" deep, $\pm 1"$.
- D. Crosswise of members spaced evenly within 2".
- E. Lengthwise of members, $\pm 2"$.

Movement of bars more than one diameter or in excess of above tolerances, to facilitate installation of embedded items, must be approved by the project engineer.

4.2.21 REINFORCEMENT PLACEMENT

Support and wire together all reinforcing bars to prevent displacement from external loading prior to and during concrete placement. On ground where necessary supporting concrete blocks may be used, otherwise use concrete, metal, plastic or other satisfactory bar chairs and spacers. Templates will be required for all column dowels.

At time of concrete placement all steel is to be free from loose, flaky rust, mud, oil or other coatings that may destroy or reduce bond.

Unless otherwise noted on the drawings, the steel shall be protected by concrete, after placement as follows:

- A. $3/4"$ for interior slabs.
- B. 1" for interior walls and formed exterior slabs.

- C. 1 ½" for beams, columns and concrete exposed to the weather or in contact with the ground.
- D. 3" for concrete deposited against the ground.

Smooth dowels to join existing concrete to new concrete shall be epoxied into drilled holes and extend into the old concrete a distance of 24 diameters.

4.2.22 JOINTS

Provide joints only where shown unless otherwise specifically permitted by written authorization from the project engineer.

4.2.23 CONSTRUCTION JOINTS

Continue all reinforcing steel and welded wire fabric across joints, unless otherwise indicated. Provide keys and inclined dowels as shown or as directed. Provide longitudinal keys at least 1 ½" deep in all joints in walls and between walls and slabs.

Thoroughly clean surfaces and remove all laitance on the surface of joints before next placement.

When required or directed, obtain bond between hardened concrete and new concrete by:

- A. Use of an epoxy bond in accordance with the applicable provision of ACI Journal, Proceedings V59 #9, September 1962, p. 1121-1142.
- B. Use of an acceptable chemical retarder.
- C. By roughening surface of old concrete in an acceptable manner such as sandblasting.
- D. Provide a continuous water stop as specified.

4.2.24 EXPANSION JOINTS

Install filler in expansion joints ¾" thick by ½" less than slab thickness. For floors place a ¾" x ½" tapered wood strip over the joint filler, flush with the top of the slab and finish the edges with an edging tool. After the concrete has hardened remove the wood strip and seal the joint flush with the surface.

4.2.25 CONTROL JOINTS

Joints shall be formed by use of acceptable sheet metal forms, or by insertion of hard-pressed fiberboard strips into the plastic concrete, or by sawing with carborundum or diamond-tipped blade after concrete has set. Joints shall be ¼" wide and approximately ¼ of the slab thickness in depth, unless otherwise indicated or directed.

When concrete is dry, clean out sawed or fiberboard joints and fill to wearing surface with joint sealer.

4.2.26 EMBEDDED ITEMS

Items to be embedded include, but are not limited to, water stops, anchor bolts, inserts, sleeves, curb angles, dovetail anchor slots, frames, etc. and shall be placed prior to concrete placement.

4.2.27 PLACING EMBEDDED ITEMS

Position accurately and support against expansion joint material, water stop and embedded items. Fill temporarily with readily removable material to prevent the entry of concrete into the voids in sleeves, inserts and anchor bolts.

4.2.28 WATER STOPS

Provide water stops in construction and expansion joints in the maximum practical length possible. Forming necessary splices and intersections shall conform to manufacturer's recommendations and directions.

4.2.29 CONCRETE MIXING

Concrete shall be mixed and transported to the job site in accordance with the requirements of ASTM C-94.

Delivery tickets for each batch delivered shall show the date, mix by number or sack content with maximum size aggregate, admixtures and amounts used per cubic yard, air content, slump and time of loading.

4.2.30 AGITATING, MIX AND DISCHARGE

Concrete shall be continuously agitated from the time water is added and then mixed for 2 ½ minutes just prior to discharge. The mix shall be discharged from the truck within one (1) hour after cement is batched, unless longer time is specifically authorized.

4.2.31 WATER

Indiscriminate addition of water to increase slump is prohibited.

4.2.32 ADMIXTURES

- A. Liquid admixtures shall be charged into the mixer by means of an approved metering device.
- B. Powder admixtures shall be weighted or measured by volume in accordance with manufacturer's recommendation.
- C. When two or more admixtures are to be incorporated in the mix, they shall be added separately during batching sequence.

4.2.33 RETEMPERING

Mix concrete only in quantities for immediate use.

Concrete arriving at the project with slump below that suitable for placing may have water added only if neither:

- A. The maximum permissible water-cement ratio has not been exceeded.
- B. Maximum slump has not been exceeded.

Any addition of water above that permitted by limitation on water-cement ratio must be accompanied by a quantity of cement sufficient to maintain proper cement ratio and a mixing time of 1 ½ minutes. No such additions will be permitted unless specifically authorized in writing by a Town representative.

4.2.34 WEATHER

Perform work in conformance with detailed recommendations in ACI 306 for cold and ACI 305 for hot weather concrete placement.

4.2.35 BATCH TEMPERANCE

As mixed temperature of concrete shall be maintained above 55 degrees F and below 80 degrees F, even though the mean temperature falls below 40 degrees F.

4.2.36 PROTECTION

Provide adequate protection against rain, sleet, snow, cold and other weather conditions.

Protect exposed surfaces from rain water and from 40 degrees F and below temperatures with suitable covering, and equipment to maintain a minimum temperature of 50 degrees F for a period of 72 hours after the concrete has been placed.

4.2.37 PLACING

4.2.38 PREPARATION OF SURFACES

Preparation for placing shall include, but is not limited to, form construction, setting of reinforcing steel and embedded items, securing and alignment of forms, cleaning thoroughly all surfaces that will be in contact with concrete and keeping them free of debris, ice, rust, scale, grease or other coatings during placement of the concrete.

4.2.39 EQUIPMENT AND LABOR

Assemble and provide sufficient labor and equipment for proper mixing, transporting, placement and protection of concrete until accepted by the Town.

4.2.40 CONVEYING

Truck mixers, agitators, and non-agitating units, including their manner of operation, must conform to the applicable requirements of ASTM C-94. Aluminum tubing or pipe for conveying concrete will not be allowed.

Concrete shall be conveyed to place of final deposit by methods which will prevent segregation or loss of ingredients and insure the required quality of the concrete is obtained. A hopper or tremie will be required at the end of metal chutes having a slope greater than 1:2 or less than 1:3 vertical to horizontal; or chutes in excess of 20 feet in length.

Use of horizontal belt conveyors discharging into a hopper and pumping or pneumatic conveying equipment such that the loss in slump does not exceed 1 ½" shall be subject to approval.

4.2.41 DEPOSITING

Deposit concrete continuously, or in layers of such thickness that no concrete is deposited on concrete which is hardened sufficiently to cause formation of seams or planes of weakness within the section. Deposit concrete as nearly as practicable in its final position to avoid segregation due to re-handling or flowing.

Depositing of concrete in general shall conform with the applicable detailed recommendation of ACI 304.

4.2.42 CONSOLIDATION

Perform consolidation in conformance with applicable detailed recommendation of ACI 309.

Consolidate all concrete by internal and external vibrators, spading, rodding or forking so that concrete is thoroughly worked around reinforcement, embedded items and into form corners, eliminating all air or stone pockets which may cause honeycombing, pitting or planes of weakness. Thoroughly consolidate concrete in slabs and floors with vibrating bridge screeds, roller pipe screeds or other acceptable means. Only mechanical vibrators having a minimum frequency 7000 RPM and operated by competent workmen shall be employed.

Over vibration and transporting concrete within the form by vibration will not be allowed.

4.2.43 UNDERWATER CONCRETING

Placing of concrete under water will not be allowed unless specifically approved method and authorization in writing has been obtained.

Where concrete is authorized to be placed under water, the cement content shall be increased 25% at contractor's expense, to compensate for losses due to water.

4.2.44 TIE HOLES

Patch all tie holes, after being cleaned and thoroughly dampened, by filling solid with patching mortar immediately after form removal.

4.2.45 DEFECTIVE AREAS

Repair all honeycombed and other defective concrete down to sound concrete.

Dampen area to be patched and area six (6) inches wide surrounding it. Brush into surface a bonding grout (1 part cement to 1 part sand passing a #30 sieve) mixed to a consistency of thick cream. Immediately after breaking in grout, patch the defective area with a mortar (1 part cement to 2 ½ parts sand by damp loose volume) using no more water than necessary for handling and placing.

4.2.46 SELECTION OF FINISHES

Unless otherwise shown or called for in the Special Conditions, the following finishes shall be provided.

<u>Type Finish</u>	<u>Type of Surface Intended</u>
Scratch	To receive bonded applied cementitious application
Floated	To receive water proofing membranes or terrazzo
Troweled	Walking surfaces or for reception of floor covering
Broom or Belt	Sidewalks, garage floors and ramps
Non-slip	Exterior platforms, steps, athletic courts, landings and ramps
Board Form	Concrete surfaces not exposed
Smooth Rubbed	Interior vertical and other exterior surfaces
Exposed Aggregate	Scrubbed, sandblast and tooled finishes as specified in the Special Conditions

4.2.47 TOLERANCES OF FINISH

<u>Finish Class</u>	<u>Application</u>	<u>Minimum Slope</u>
"A"	Roads Slopes to Drains Floors	1/8" in 10 ft. using a 10 ft. straight edge
"B"	Ramps Sidewalks	¼" in 10 ft. using a 10 ft. straight edge
"C"	Athletic Courts	¼" in 15 ft. using a 15 ft. straight edge

4.2.48 FLOATED FINISH SLABS

After concrete has been placed, struck off, consolidated, leveled and allowed to set to the point where water sheen has disappeared or where mix has stiffened sufficiently to permit proper working, being consolidation of the surface with power driven machines. Hand float with wood or cork-faced floats in locations inaccessible to power driven machines. Recheck trueness of surface at this state with applicable straight edge applied at not less than two different angles. Cut down all high spots and fill all low spots during this procedure to a Class "B" tolerance, then refloat the slab immediately to a uniform, smooth, granular texture.

4.2.49 TROWELED FINISH SLAB

Perform first power troweling immediately after power floating to produce a smooth surface which is relatively free of defects but which may still contain some trowel marks. Perform

additional troweling and consolidation of the surface by hand until a ringing sound is produced as the trowel is moved over the surfaces.

To resist slip the finish surface may show trowel marks which are uniform in texture and appearance, otherwise it shall be free of all trowel marks. In either case, the surface shall be to a Class "B" tolerance.

4.2.50 TYPE II BROOM FINISH

Sidewalk slabs and other slabs so specified shall have a coarse traverse sawed texture obtained by drawing a broom or burlap belt across the surface immediately after floating.

4.2.51 CURING

Freshly deposited concrete shall be protected from premature drying and excessively hot or cold temperatures and maintained with minimal moisture loss at a relatively constant temperature for the time required for hydration of cement and proper hardening of the concrete.

4.2.52 INITIAL CURING

Immediately following finishing the contractor shall provide methods to keep the concrete continuously moist at least overnight unless otherwise specified by:

- A. Ponding or continuous sprinkling
- B. Absorptive mat or fabric kept continuously wet
- C. Sand or other covering kept continuously wet
- D. Steam vapor mist bath at a temperature not to exceed 150 degrees F.
- E. Curing compounds conforming to ASTM C-309 applied according to manufacturer's recommendations, providing the surface to be cured is not to be bonded to other cementitious materials.

4.2.53 DURATION OF CURING

Continue curing until the cumulative number of days, or fraction thereof, not necessarily consecutive, during which the air temperature in contact with the concrete is above 50 degrees F, has totaled seven (7) days.

4.2.54 Cold Weather Curing

Curing shall conform to all applicable detail recommendations in ACI-306. Temperature of concrete shall be maintained between 50 degrees - 70 degrees F for the required curing period when the mean daily atmospheric temperature is less than 40 degrees F. Sufficient equipment and materials required to comply with this specification shall be at the site prior to placing concrete.

4.2.55 HOT WEATHER CURING

Curing shall conform to all applicable detail recommendations, in ACI-305. As quickly as concrete hardening and finishing will allow, the contractor shall install such protective measures, such as, but not limited to, windbreaks, shading, fog spraying, sprinkling, ponding or wet covering as may be required.

4.2.56 PROTECTION FROM DAMAGE

Especially during the curing period and until the work is accepted, the contractor shall protect the concrete from damage by vehicular or mechanical equipment, foreign materials and by rain or by running water.

4.2.57 TESTING

Technical services performing routine preliminary testing of materials of proposed mix designs and resulting concrete for compliance with the specifications will be provided by the Town, at no expense to the contractor.

4.2.58 TESTS FOR CHANGES AND NON-COMPLIANCE

Testing required because of changes in materials or proportions of the mix requested by the contractor, as well as any extra testing of concrete, field cured cylinder, or materials occasioned by failure to meet specification requirements, shall be at the contractor's expense.

4.2.59 TESTING PROVIDED BY THE TOWN

- A. Test contractor's proposed material for compliance.
- B. Review and check test contractor's proposed mix design.
- C. Prepare and cure complete set of concrete cylinders, test and report results of 7 and 28 day compressive strength, in accordance with ASTM C-39, for each placement up to 50 cubic yards.
- D. Determine slump range of concrete as delivered in accordance with ASTM C-143.
- E. Determine air content of standard weight concrete with either ASTM method.
- F. Check batching and mixing operations.

4.2.60 CONTRACTOR RESPONSIBILITIES

4.2.61 PRELIMINARY MATERIAL SAMPLES AND MIX DESIGN

Deliver to Town preliminary representative samples of all the materials, mix designs and other materials contractor proposed to use on the project which require testing, with request for acceptance.

4.2.62 CASUAL LABOR

Furnish such labor as is necessary to handle samples at the project or at the material source.

4.2.63 STORAGE FACILITIES

Provide and maintain adequate facilities on the site for safe storage and proper curing of concrete test cylinder for the first 24 hours, as required by ASTM C-31.

4.2.64 CERTIFICATES OF COMPLIANCE

Submit the following in duplicate for each shipment, with applicable ASTM Specifications:

- A. Cement – Mill Test Certificate of Conformance.
- B. Aggregate – Certified Test Report.
- C. Reinforcing Steel – Mill Test Certificate of Conformance.
- D. Air Entraining Admixture – Certificate of Conformance.
- E. Water – Reducing Admixture – Certificate of Conformance.

4.2.65 DEFECTIVE CONCRETE

If concrete is found defective from testing, placing, curing or for other causes, and if the contractor is so directed, he must remove the concrete at no cost to the Town.

END OF SECTION

SECTION 4.3

CONSTRUCTION MATERIALS AND METHODS

DEMOLITION, SITE PREPARATION, EXCAVATION AND EMBANKMENT

4.3.1 GENERAL

The work to be performed shall include the demolition and removal from the site of all designated: buildings, slabs on grade, retaining walls, steps, asphalt, rubbish, stumps, trees, shrubs, fencing, buried tanks, pipe, etc.; on site wells shall be sealed; depressed areas are to be filled and graded to drain.

In public right-of-ways, wherein the Town will assume the maintenance of materials installed, the work to be performed shall also include: top soil removal and replacement, unclassified excavation, placing and compacting embankment, shaping and compacting subgrades, etc.; for drainage ways, parks, concrete slabs on grade, etc.

4.3.2 LOCAL LAWS, ORDINANCES AND CODE

The contractor shall be licensed with and bonded to the Town of Fairplay and shall comply with all current federal, state and local laws, codes and ordinances pertaining to demolition, wrecking, clearing and grubbing operations.

4.3.3 PROTECTION OF PUBLIC IMPROVEMENTS

The contractor will be held responsible to insure the protection of all existing public improvements such as fire hydrants, street lights, traffic lights, parking meters, traffic signs, catch basins, manholes, valves, survey monuments, overhead utility lines and poles, and any existing underground sprinkler or utility lines which may be damaged during the execution of the contract. It will be the contractor's responsibility to replace all public improvements so damaged at his own expense. Existing manhole rings and covers, valve boxes and sprinkler heads found defective shall be replaced, as directed by the Town representative.

The contractor shall take proper precautions for the protection of and replacement or restoration of driveway culverts, street intersection culverts or aprons, storm drains or inlets, fences, irrigation ditches, crossings and diversion boxes, mail boxes, shrubbery, flowers, ornamental trees, driveway approaches and all other public or private installations that may be encountered during the performance of the work. He shall provide each property with access at all times during construction. Existing driveways shall be cut, filled and graded as required or as directed by the Town representative to provide permanent access. Existing driveways shall be resurfaced with the then existing type of surfacing, whenever surfaces are destroyed.

Work shall include saw cutting or proper preparation of remaining materials, which are to be reconstructed. Materials left in place shall be protected from damage during construction. Contractor shall be responsible to maintain or repair materials left in place.

4.3.4 DISCONNECTION OF EXISTING UTILITIES

Before starting demolition of the structure, the contractor shall arrange for the disconnection of all utility service connections; such as water, sewer, cable T.V., telephone, gas and electrical power connected thereto. Disconnects and marking shall be made in accordance with the regulations of the utility that controls the supply of service involved.

Underground services are to be cut, capped and marked at point of disconnect to facilitate future location of the line. Caps of underground storm and sanitary sewer shall consist of a plug being placed in the line and the opening then sealed with concrete. Markings of the end of the line shall consist of a 4 x 4 wooden stake or metal fence post driven into the ground and then tagged to note the type of facility.

The county, district, or Town Public Works Department will provide a representative to be on site to observe and approve the contractor's disconnect of the water and sewer services at the main line. It shall also be the responsibility of the contractor to backfill all holes to finish grade and install concrete or asphalt surfacing when the holes excavated are in streets or paved areas. The contractor will be given written approval and acceptance for disconnects that are proper. The contractor shall correct any unsatisfactory disconnects.

4.3.5 EQUIPMENT OPERATED ON STREETS

The contractor shall be permitted to operate only pneumatic-tired equipment over any paved surface and shall be responsible for any damage to street surface resulting from his operations.

4.3.6 PROTECTION OF SURVEY MONUMENTS

Prior to start of demolition or construction, any public survey monument or range box that may be disturbed during construction shall be referenced to a minimum of two points outside the limits of construction by a Colorado Professional Land Surveyor. Any public survey monument or range box disturbed as a result of construction shall be replaced by a Colorado Professional Land Surveyor in accordance to the current Colorado Revised Statutes.

Non-pneumatic-tired equipment shall be allowed if the paved area in question is flagged off from public use for the duration of construction and will not be re-opened to public use until sufficient repair/replacement of paving surface is complete. Repair/replacement of paving surface shall be determined to the Town Engineer or Town Representative for the project.

4.3.7 DEMOLITION, CLEARING AND GRUBBING

The contractor shall remove from the site, or within the limits of construction, all obstructions specified in the special conditions or noted on the plans.

4.3.8 FENCES

Where existing fence or corner markers are to be removed, site corners shall be marked by ½" rebar, 18" long, firmly implanted at ground level by the contractor.

4.3.9 TREES AND SHRUBS

Trees not impeding demolition of structures or performance of the work will not be removed except as designated. Trees and shrubbery designated for removal will include stumps and roots to an elevation of two (2) feet below existing or finished grade, whichever is lower. Downed trees, brush and rubble shall be removed from the site.

Trees scheduled to remain shall be carefully protected from damage during performance of the work. Any damage due to the contractor's operations shall be repaired by suitable tree surgery methods. Damaged trees shall be replaced, as approved by the Town at the contractor's expense.

4.3.10 BURIED FUEL AND SEPTIC TANKS

Tanks that may exist on the site shall be completely removed and contaminated soils remediated. The void created shall be filled by the contractor to finished grade.

Underground motor fuel storage tanks shall be excavated and removed under the direction and in the presence of a representative from the Town of Fairplay. The contractor shall notify the fire district twenty-four-(24) hours in advance of the time he proposes to start excavation in the vicinity of the tanks.

4.3.11 WELLS

On site wells and well casings shall be sealed to prevent contamination of ground water aquifers in accordance with Section 5: Abandonment Regulations, State Board of Examiners, Rules and Regulations and Water Well and Pump Installation Contractors Law, State of Colorado Division of Water Resources. All abandonment activities shall be approved by the utility that services the location, and the state engineer. There may be instances where the well will not be plugged, but merely capped with a steel, lockable cover plate.

4.3.12 BUILDINGS

The demolition of buildings shall include the removal from the site of all roofs, walls, chimneys, basement walls, supporting walls, footings, footing post, caissons, basement floors, including all pipes, conduits and similar appurtenances lying therein or beneath for a depth of two (2) feet below grade.

4.3.13 SLABS ON GRADE

All concrete and asphalt slabs on grade shall be removed from the site. This shall include, but is not limited to, floor slabs, driveway and garage slabs, sidewalks, curbs, cross pans, gutters, etc.

4.3.14 WALLS

Retaining walls and their footing shall be removed in their entirety, from the site.

4.3.15 SALVAGE

Unless otherwise specified in the Special Conditions; all materials, salvageable or otherwise, to be removed from the site is considered as being the property of the contractor performing the work.

4.3.16 FILLING AND GRADING

Depressions resulting from the removal of structures, basement walls, footings, buried tanks, etc. shall be filled and compacted with clean fill materials so as to eliminate hazards of cave-in, accumulation and ponding of water. Under no circumstances shall organic building material, broken concrete or asphalt be considered as approved fill material.

Immediately following demolition and removal of rubbish from the site, the contractor shall grade the entire contract area by filling, compacting, and leveling the site to existing adjacent grades. Grading and cleanup of the site must be complete and acceptable before any consideration will be given to making final payment for the work.

4.3.17 TOPSOIL

The contractor shall salvage within the project limits, or acquire when needed, loose friable loam reasonably free of admixtures of subsoil, refuse, stumps, rocks, roots, brush, weeds or other material which would be detrimental to the proper development of vegetative growth for use as topsoil.

Topsoil shall be placed and spread at locations and to the thickness shown on the plans, after the areas to be covered have been properly prepared and grading operations in the area have been completed and accepted. Soil so placed shall be keyed to the underlying subgrade by the use of harrows, rollers or other equipment suitable for the purpose, followed by applying water in a fine spray by nozzles or spray bars in such a manner and extent that wash or eroding will not occur.

4.3.18 DISPOSAL

Unusable material may be disposed of outside the limits of view from the project with written permission of the property owner on whose property the material is placed. Copies of all agreements with property owners are to be furnished to the Town Engineer.

Where portions of structures are to be removed, the remaining portions shall be prepared to fit new construction. The work shall be done in accordance with the development drawings and in such manner that materials to be left in place shall be protected from damage; all damage to portions of structures to remain in place shall be repaired by the Developer at his expense. Reinforcing steel projecting from the remaining structure shall be cleaned and aligned to provide bond with new extension.

4.3.19 EXCAVATION

Excavation will be unclassified and shall consist of the excavation of all material of whatever character encountered within the limits of the project, including but not limited to surface boulders, muck, rock, concrete foundations, slabs, stripping, excavation for ditches or channels, borrow, etc.

Excavation operations shall be conducted so that material outside the limits of slopes will not be disturbed, and to provide adequate drainage at all times. Insofar as practicable, all suitable materials shall be used in the formation of embankments and backfilling. Materials that are considered unsuitable or surplus by the Town representative shall be disposed of by the contractor at his expense.

All excavations shall be made to subgrade elevations and shall be true to grade. Material below subgrade elevation in cuts shall not be loosened by plowing or other methods during the progress of the work except with the approval of the project engineer. No excavation shall be made below subgrade elevation except to remove spongy material, vegetable matter or other undesirable materials. In the event the contractor over excavates an area, he shall replace the excavated materials with satisfactory material and thoroughly compact same at his own expense.

Whenever excavation below subgrade elevation to remove spongy material, vegetable matter, or other material is ordered by the engineer, the contractor shall remove the same to the satisfaction of the engineer and shall replace it with satisfactory material in layers not to exceed six (6) inches in thickness and thoroughly compact each layer before the next layer is placed. The volume of material ordered to be removed shall be paid for at the unit price for excavation. When such excavations are backfilled with suitable material from other excavations in the project, no separate payment will be made. In the event the engineer orders such excavations to be filled with material from borrow, the contractor will be paid at the unit price for "Select Subgrade Material" when called for in the proposal.

The contractors shall not deposit surplus or undesirable materials on private property without first securing the written consent of the property owner and filing a copy of said consent with the Town representative. When approved, disposal of surplus material on Town property shall be kept below the grade designated by the engineer.

4.3.20 EMBANKMENT

Areas to receive embankment and the top of cut areas shall first be stripped of all vegetation, organic material and materials unsuitable for use in embankments. Topsoil shall be stockpiled for reuse and unsuitable material disposed of.

Within the limits of the embankment and cut area the subgrade shall be scarified to a depth of six (6) inches and the moisture content increased or reduced as necessary to bring the moisture within ∇ 2% of optimum. This scarified layer shall then be rolled and compacted to the relative compaction specified for the type of soil. The remainder of the embankment volume shall then be constructed in six (6) inch lifts of suitable material, containing ∇ 2% of optimum moisture content and compacted to the relative compaction specified. Rollers shall be of a tamping type conforming to CDOT standards.

In connection with his normal grading operations, the contractor shall use his trucks, tractors, bulldozers and other pieces of equipment in the most effective manner by routing the equipment over the entire embankment or roadway width.

4.3.21 COMPACTION

Maximum dry densities of all soil types encountered or to be used will be determined in accordance with AASHTO T-99 or T-180 Methods C-D. The percent of relative compaction

required will be equal to or greater than minimum values as hereinafter shown for the various classes of soil and type of compactions.

<u>Soil Classification (AASHO M-145)</u>	<u>AASHO T-99 Minimum Relative Compaction</u>	<u>AASHO T-180 Minimum Relative Compaction</u>
A-1	100	95
A-3	100	95
A-2-4	100	95
A-2-5	100	95
All Others	95	90

Compacted subgrade ready to receive sub base material shall conform to the lines, grades and cross-section called for on the plans. Subgrade is to be established by survey.

4.3.22 SUBGRADE FOR SLABS ON GRADE AND PAVING

Subgrade areas to be occupied by curbs, gutters and sidewalks base course or asphaltic concrete shall be excavated, backfilled and compacted to establish grade. This work shall be done with particular care in accordance with all requirements herein.

Proof rolling may be required to determine whether certain areas of subgrade meet compaction requirements. Proof roll designated areas with heavy rubber-tired roller having a minimum weight of 50 tons, or single axle water truck loaded to provide equivalent wheel loading. Areas found to be weak or fail the test shall be ripped, scarified, wetted if necessary, and re-compacted to requirements for density and moisture at contractor's expense.

Surface of ground between curb or sidewalk line and property line shall be sloped as staked or as directed by the project engineer and rounded into existing lawn or ground surface.

4.3.23 WETTING AND COMPACTING

Embankments, bases of cuts, natural foundations, base courses and surface courses shall be wetted and rolled to obtain the densities required by the specifications. The contractor shall use his equipment to consolidate each layer of embankment in the most effective manner. Each layer shall be compacted by routing the loaded hauling equipment over the entire width, and spreading equipment shall be operated so as to produce a dense, stable fill. Successive layers of material shall not be placed until the layer under construction has been thoroughly compacted. Where methods in use do not consolidate materials to required densities, rollers or mechanical tamping units of the type ordered by the project engineer shall be used.

Concurrently with the rolling or tamping operations, the materials shall be wetted by uniformly sprinkling each layer or course of material being placed, to ∇ 2% of optimum. Sprinkling shall be done in such a manner that areas of dry material alternated with areas of saturated material and pools of water will be avoided.

Where mechanical tampers are used as ordered by the engineer, they shall be operated at all times with an air pressure not less than eighty (80) psi at the tamper. Successive blows with the tamper shall overlap at least one-fourth the width of the tamper foot.

4.3.24 HOUSEKEEPING, RESTORATION AND CLEANUP

4.3.25 SURPLUS EXCAVATION

All surplus excavated material shall be removed from the job site by and to locations provided by the contractor. Written permission shall be obtained by the contractor, before disposal of excess material on private property, and a copy of said emission shall be furnished to the project engineer. The Town relinquishes all right and title to the surplus material unless otherwise specified in the Special Conditions.

Excess material shall not be wasted on any public ROW without written permission from the Town engineer.

4.3.26 CONCRETE CURB, GUTTER AND VALLEY PANS

The contractor shall replace in like kind all curb and gutter and valley pans that are damaged during construction. The replacement shall be of equal or better quality than found.

4.3.27 REPAIR OF TREE DAMAGE

Any trees along the alignment of the conduit damaged by the contractor shall be repaired and treated accordingly. All broken limbs shall be sawed off evenly and cut faces painted with an approved compound. All repairs and treatment shall be done in accordance with the forestry regulations of the authority having jurisdiction and at contractor's expense.

4.3.28 SURFACE RESTORATION

The contractor will secure all street cut and ROW permits required for the prosecution of the work. The contractor shall assume full responsibility for the consequences of such cutting or damaging and shall comply with all requirements contained therein.

The replacement of excavated base course, permanent paving and damaged curb and gutter shall be done in accordance with the Public Works Manual and requirements contained in the permits.

Damaged driveways shall be replaced in like kind by the contractor to an equal or better condition than existed prior to construction. All cuts necessary for the replacement of damaged concrete shall be made using a concrete saw. Drainage and ditch facilities shall be maintained in operating condition at all times during construction.

- A. Unsurfaced Areas: The general grade and condition of all unsurfaced areas shall be restored to nearly as practicable to the grade and condition immediately prior to construction. Topsoil shall be removed, saved and replace in cultivated and agricultural areas; and any excess earth shall be removed from the ROW at no additional expense to the Town. All grassed

areas shall be reseeded or re-sodded, and the contractor shall be responsible for caring for the grass until its growth is established.

- B. **Surfaced Areas:** Roadway surface cuts shall be made in a vertical plane and in a straight line. All roadway surfacing between the surface cuts on each side of the excavations shall be removed and replaced with base coarse material and/or hot mix bituminous or concrete surfacing. In the event that the trench must be paved before hot mix bituminous material can be acquired, the contractor, at the discretion of the project engineer, shall install and maintain temporary cold mix bituminous paving. When hot mix bituminous material becomes available, the contractor shall remove the temporary cold mix material, add the compact base course material, if necessary, and install the permanent hot mix bituminous surfacing.
- C. **Cleanup:** Upon completion of the work, the contractor shall remove from the job site all rubbish, unused materials, concrete forms and other like material. Also, at all times during construction, the contractor shall maintain the site, partially finished structures, material stockpiles and other like areas in a reasonable state of order and cleanliness.
- D. In the event of the contractor's failure to perform the above work, the Work may be performed by the Town at the expense of the contractor.

END OF SECTION

SECTION 4.4

CONSTRUCTION MATERIALS AND METHODS

SPRINKLER IRRIGATION SYSTEMS

4.4.1 GENERAL

All sprinkler irrigation systems installed as Capital Improvements within the Town of Fairplay shall conform to approved design plans and these specifications.

The Contractor shall insure and guarantee complete coverage of the areas shown on the drawings to be irrigated. The Contractor shall verify actual job site conditions and available water pressure as needed for the coverage guarantee. It shall be the Contractor's responsibility to report to the Town Engineer any deviations between the drawings, specifications and the site. Any inconsistencies shall be noted by the Town Engineer and a written copy of the corrections shall be given to the Contractor.

When the Contractor is satisfied that the system is operating properly, that it is balanced and adjusted and that all work and cleanup is completed, he shall notify the Town Engineer for final inspection with date and time given, at least seventy-two hours in advance.

4.4.2 DRAWINGS

The specifications and drawings are intended to specify an efficient and complete sprinkler irrigation system. Use of the sprinkler irrigation system will follow the manufacturer's recommendations and meet the Town's approval without further cost to the Town.

All plot dimensions are approximate. Before beginning any phase of work, the Contractor shall check all dimensions on the drawings, verify the accuracy of each dimension and notify the Town of any discrepancies between the drawings and the site.

All work noted on the drawings or details shall be furnished and installed by the Contractor whether or not the work is mentioned in the specifications.

Omissions from the specifications or drawings or any mis-description of detail work which is absolutely necessary to carry out the intentions of the drawings or specifications shall not relieve the Contractor from performing such omitted detail work. The detail work shall be executed by the Contractor as if fully set forth and described in the specifications and drawings.

The Contractor will supply the Town with four sets of drawings and specifications. The drawings and specifications will indicate the work related to this contract. The Contractor shall record all changes in the work which constitutes departures from the original contract drawings, on one set called the Record Drawings. These Record Drawings (or As-Built Drawings) will become the property of the Town at the time of acceptance. Contractor shall supply to the Town Engineer two 24" x 36" hard copy drawings of the as-built and an electronic copy in both PDF and ACAD of the final as-built drawings

The Contractor shall dimension from two permanent reference points (such as sidewalks, road intersections, manholes, abutment walls, etc.) the location of the following items:

1. Connections to existing water lines.
2. Public Service electric supply connections.
3. Sprinkler control valves.

The Contractor shall deliver, on or before the date of final inspection, the corrected and completed Record Drawings to the Town or Town Engineer. Delivery of the Record Drawings will not relieve the Contractor's responsibility to provide location information during the two year warranty period.

4.4.3 RULES AND REGULATIONS

- A. Work and materials shall be in accordance with the latest edition of the National Electric Code, the Uniform Plumbing Code as published by the Western Plumbing officials Association, and applicable laws and regulations of the governing authorities.
- B. When the contract documents call for materials or construction of a better quality or larger size than required by the above-mentioned rules and regulations, provide the quality and size required by the contract documents.
- C. If quantities are provided either in these specifications or on the drawings, these quantities are provided for information only. It is the Contractor's responsibility to determine the actual quantities of all material, equipment and supplies required by the project and to complete an independent estimate of quantities and wastage.

4.4.5 DEMOLITION

- A. Remove existing sprinklers, valves, automatic controllers and other existing irrigation components indicated on the drawings. Remove items in a manner that minimizes damage to the components. Deliver only salvageable items to Town's Representative. All other items shall be disposed of by the Contractor.
- B. Existing pipelines shall be abandoned in place. If an existing pipeline is encountered during the installation of a new pipeline, a section of the existing pipeline shall be cut and removed. Remove two (2) feet of the existing pipeline on either side of the new pipeline.
- C. Removal and disposal of existing asbestos-concrete (transite) pipelines shall be in accordance with the General Conditions, Special Conditions and the environmental Protection Agency rules and regulations.

4.4.6 TESTING

- A. Notify the Town's Representative three days in advance of testing.
- B. Pipelines jointed with rubber gaskets or threaded connections may be subjected to a pressure test at any time after partial completion of backfill. Pipelines jointed with solvent-welded PVC joints shall be allowed to cure at least 24 hours before testing.
- C. Subsections of mainline pipe may be tested independently, subject to the review of the Town's Representative.

- D. Furnish clean, clear water, pumps, labor, fittings and equipment necessary to conduct tests or retests.
- E. Hydrostatic Pressure Test:
1. Subject mainline pipe to a hydrostatic pressure equal to 120 psi for two hours. Test with mainline components installed.
 2. Backfill to prevent pipe from moving under pressure. Expose couplings and fittings.
 3. Leakage will be detected by inspection. Replace defective pipe, fitting, joint, valve or appurtenance. Repeat the test until the pipe passes test.
 4. Cement or caulking to seal leaks is prohibited.
- F. Hydrostatic Pressure Test (Gasketed Pipe):
1. Close tightly all isolation gate valves and sprinkler lateral isolation gate valves on mainline for tests. Backfill trenches with enough material to prevent pipe from moving under pressure.
 2. Test each section of pipe between isolation gates valves on the mainline pipe separately.
 3. Purge all air from the pipeline before test. Attach pressure gauge to pipeline in test section. Attaching pressure gauge to quick coupling valve between mainline isolation gate valves in the test section is acceptable.
 4. Subject mainline pipe to the anticipated operating pressure of 165 psi for two hours. Observe pressure loss on pressure gauge. If pressure loss is greater than 2 psi, identify reason for pressure loss. Replace defective pipe, fitting, joint, valve or appurtenance. Repeat the test until the pressure loss is equal to or less than 2 psi.
 5. Cement or caulking to seal leaks is prohibited.
- A. Operational Test:
- Activate each remote control valve in sequence from controller. The Town's Representative will visually observe operation, water application patterns and leakage.
1. Replace defective remote control valve, solenoid, wiring or appurtenance to correct operational deficiencies.
 2. Replace, adjust or move water emission devices to correct operational or coverage deficiencies.
 3. Replace defective pipe, fitting, joint, valve, sprinkler or appurtenance to correct leakage problems. Cementing or caulking to seal leaks is prohibited.
 4. Repeat test(s) until each lateral passes all tests. Repeat tests, replace components and correct deficiencies at no additional cost to the Town.
- B. Control System Acceptance Test:
1. Upon completion of construction, a System Acceptance Test must be passed.
 2. Following construction completion and a Review by the Engineer, an evaluation period will begin. After 30 days of continuous service without major system problems, the system will be accepted and the guarantee/warranty period will begin. If at any time during the 30-day evaluation period, a major system problem occurs, the source of the problem will be determined and corrected and the 30-day evaluation period will start again. Equipment will not be accepted until such time as the System Acceptance Test is passed.
 3. If successful completion of the System Acceptance Test is not attained within 90 days following commencement of the evaluation period, the Town's Representative has the option to request replacement of equipment, terminate the order, or portions

thereof, or continue with the System Acceptance Test. These options will remain in effect until such time as a successful completion of the System Acceptance Test.

4. Final payment will be made after successful completion of the System Acceptance Test.

C. Control System Grounding:

1. Test for proper grounding control system per manufacturer's recommendations. Test results must meet or exceed manufacturer's guidelines for acceptance.
2. Replace defective wire, grounding rod or appurtenances. Repeat the test until the manufacturer's guidelines are met.

4.4.7 CONSTRUCTION REVIEW:

- A. The purpose of on-site reviews by the Town's Representative is to periodically observe the work in progress, the Contractor's interpretation of the construction documents and to address questions with regard to the installation.
- B. Scheduled reviews such as those for irrigation system layout or testing must be scheduled with the Town's Representative as required by these specifications.
- C. Impromptu reviews may occur at any time during the project.
- D. A review will occur at the completion of the irrigation system installation and Project Record (As-Built) Drawing submittal.

4.4.8 WARRANTY AND REPLACEMENT:

The purpose of this warranty is to insure that the Town receives irrigation materials of prime quality, installed and maintained in a thorough and careful manner.

- A. For a period of two years from commencement of the formal maintenance period, guarantee/warranty irrigation materials, equipment, and workmanship against defects. Fill and repair depressions. Restore landscape or structural features damaged by the settlement of irrigation trenches or excavations. Repair damage to the premises caused by a defective item. Make repairs within seven days of notification from the Town's Representative.
- B. Contract documents govern replacements identically as the new work. Make replacements at no additional cost to the contract price.
- C. Warranty applies to originally installed materials and equipment and replacements made during the warranty period.

4.4.9 MATERIALS

4.4.10 QUALITY

Use materials which are new and without flaws or defects of any type and which are the best of their class and kind.

4.4.11 SUBSTITUTIONS:

- A. Acceptable sprinkler equipment manufacturers are Rain Bird, Hunter, Weather-Matic and others indicated on irrigation plans, details and special conditions. Alternative equipment must be approved in writing by the Engineer prior to bidding. The Contractor is responsible for making any changes to the design to accommodate alternative equipment.
- B. Pipe sizes referenced in the construction documents are minimum sizes, and may be increased at the option of the Contractor.

4.4.12 SLEEVING:

- A. Install separate sleeve beneath hardscape areas to route each run of irrigation pipe or wiring bundle.
- B. Sleeving material beneath drives, streets and pedestrian pavements shall be PVC Class 200 pipe with solvent welded joints.
- C. Sleeving diameter shall be as indicated on the drawings and installation details or equal to a minimum of twice that of the pipe or wiring bundle.

4.4.13 PIPE AND FITTINGS:

A. Mainline Pipe and Fittings:

1. Use rigid, unplasticized polyvinyl chloride (PVC) 1120, 1220 National Sanitation Foundation (NSF) approved pipe, extruded from material meeting the requirements of Cell Classification 12454-A or 12454-13, ASTM Standard D1784, with an integral belled end.
2. Use Class 200, SDR-21, rated at 200 psi, conforming to the dimensions and tolerances established by ASTM Standard D2241. Use PVC pipe rated at higher pressures than Class 200 in the case of small nominal diameters which are not manufactured in Class 200.
3. Use rubber-gasketed pipe equipped with factory installed reinforced gaskets for mainline pipe with a nominal diameter greater than or equal to 3 inches. Gasketed pipe joints must conform to the "Laboratory Qualifying Tests" section of ASTM D3139. Gasket material must conform to ASTM F477. Use rubber gasketed deep bell ductile iron fittings conforming to ASTM A-536 and ASTM F-477. Use lubricant approved by the pipe manufacturer.
4. Use solvent weld pipe for mainline pipe with a nominal diameter less than 3 inches or where a pipe connection occurs in a sleeve. Use Schedule 40, Type 1, PVC solvent weld fittings conforming to ASTM Standards D2466 and D1 784. Use primer approved by the pipe manufacturer. Solvent cement to conform to ASTM Standard D2564.
5. No plowing/pulling of mainline accepted.
6. One inch meter is required on all irrigation systems.
7. All systems will require a backflow preventer as detailed in section 3 of the PWM.

B. Lateral Pipe and Fittings:

1. Use rigid, unplasticized polyvinyl chloride (PVC) 1120, 1120 National Sanitation Foundation (NSF) approved pipe, extruded from material meeting the requirements

- of Cell Classification 12454-A or 12454-13, ASTM Standard D1784, with an integral belled end suitable for solvent welding.
2. Use Class 160, SDR-26, rated at 160 psi, conforming to the dimensions and tolerances established by ASTM Standard D2241. Use solvent weld pipe for lateral pipe.
 - a. Use Schedule 40, Type 1, PVC solvent weld fittings conforming to ASTM Standards D2466 and D1 784 for PVC pipe. Use primer approved by the pipe manufacturer. Solvent cement to conform to ASTM Standard D2564, of a type approved by the pipe manufacturer.
 3. For drip irrigation laterals downstream of riser connections, use $\frac{3}{4}$ inch UV radiation resistant Netafim Techline polyethylene pipe with self-flushing, pressure-compensating bubblers with the following: 1) shrubs – 1 bubbler; 2) 2" trees – 2 bubblers; 3) trees over 2" – 3 bubblers.
 4. No plowing or pulling of lateral lines accepted.

C. Specialized Pipe and Fittings:

1. Low Density Polyethylene Hose:
 - a. Use pipe specifically intended for use as a flexible swing joint.
 - Inside diameter: 0.490+0.010 inch
 - Wall thickness: 0.100+0.010 inch
 - Color: Black
 - b. Use spiral barb fittings compatible with the nominal size of the hose.
2. Assemblies calling for threaded pipe connections shall utilize PVC Schedule 80 nipples and PVC Schedule 40 or 80 threaded fittings.
3. Joint sealant: Use only Teflon-type tape or Teflon based paste pipe joint sealant on plastic threads. Use nonhardening, nontoxic pipe joint sealant formulated for use on water-carrying pipes on metal threaded connections.

D. Thrust Blocks:

1. All thrust blocks shall comply with Town's water standards as detailed in section 3 of PWM.
2. Use thrust blocks for fittings on pipe greater than or equal to 3 inch diameter or any diameter rubber gasketed pipe.
3. Use 4,000 psi concrete.
4. Use 2 mil plastic.
5. use No. 4 Rebar wrapped or painted with asphalt tar based mastic coating

E. Joint Restraint Harness:

1. Use a joint restraint harness wherever joints are not positively restrained by flanged fittings, threaded fittings, and/or thrust blocks.
2. Use a joint restraint harness with transition fittings between metal and PVC pipe, where weak trench banks do not allow the use of thrust blocks, or where extra support is required to retain a fitting or joint.
3. Use bolts, nuts, retaining clamps, all-thread or other joint restraint harness materials which are zinc plated or galvanized.
4. Use on pipe greater than or equal to 3 inch diameter or any diameter rubber gasketed pipe.

4.4.14 MAINLINE COMPONENTS

- A. Main System Shutoff Valve as per local practice and in compliance with local code.
- B. Winterization Assembly: Remove backflow preventer and blow lines out with air at this location.
- C. Master Valve Assembly: as presented in the installation details.
- D. Isolation Gate Valve Assembly with square key: as presented in the installation details. Install a separate valve box over a 3 inch depth of $\frac{3}{4}$ inch gravel for each assembly with a 2 inch operator.
- E. Quick Coupling Valve Assembly: double swing joint arrangement as presented in the installation details.

4.4.15 SPRINKLER IRRIGATION COMPONENTS

- A. Remote Control Valve (RCV) Assembly for Sprinkler Laterals: Provide Rainbird GB Series brass valves as presented in the installation details. Use wire connectors and waterproofing sealant to join control wires to solenoid valves. Use standard Christy I.D. tags with hot-stamped black letters on a yellow background. Install a separate valve box over a 3 inch depth of $\frac{3}{4}$ inch gravel for each assembly.
- B. Sprinkler Assembly: Provide Rainbirdalcon models F4-FC-SS-HS and F4-PC-SS-HS as presented in the drawings and installation details. Use the sprinkler manufacturer's pressure compensating screens (Rainbird PCS) to achieve 30 psi operating conditions on each sprinkler and to control excessive operating pressures.

4.4.16 DRIP IRRIGATION COMPONENTS

- A. Remote Control Valve (RCV) Assembly for Drip Laterals: as presented in the installation details. Use wire connectors and waterproofing sealant to join control wires to solenoid valves. Use standard Christy I.D. tags with hot-stamped black letters on a yellow background. Install a separate valve box over a 3-inch depth of $\frac{3}{4}$ inch gravel for each assembly.
- B. Combination Pressure Regulator / Filter Assembly: as presented in the installation details. Install a separate valve box over a 3-inch depth of $\frac{3}{4}$ inch gravel for each assembly.
- C. Zone Control Valve Assembly: as presented in the installation details. Install a separate box over a 3-inch depth of $\frac{3}{4}$ inch gravel for each assembly.
- D. Air/Vacuum Relief Valve Assembly: as presented in the installation details. Install at finish grade at high point of each Techline grid layout.
- E. Line Flushing Valve Assembly: as presented in the installation details. Install a separate box over a 3-inch depth of $\frac{3}{4}$ inch gravel for each assembly.

4.4.17 CONTROL SYSTEM COMPONENTS

A. Irrigation Controller Unit:

1. As presented in the drawing specifications and installation details.
2. Lighting protection: Provide 8-foot copper-clad grounding rod at controller location. Use American Wire Gauge No. 6 bare copper wire between the controller and grounding rod assembly.
3. Wire Markers: Pre-numbered or labeled with indelible non-fading ink, made of permanent, non-fading material.
4. Switch/Outlet: Use 120 VAC, 15 amp combination switch / GFCI outlet.

B. Control Wire:

1. Use American Wire Gauge (AWG) No. 14-1 solid copper, Type UF or PE cable, UL approved for direct underground burial for individual control wires and spare wires from the controller unit to each remote control valve or stub-out location. Use American Wire Gauge (AWG) No. 12-1 solid copper, Type UF or PE cable, UL approved for direct underground burial for common ground wire from the controller unit to each remote control valve or stub-out location. Contractor will run electrical power to irrigation controller from the nearest approved power source.
2. Contractor will pour concrete pad that provides a minimum collar of concrete around the irrigation controller at least 6 inches wide and set irrigation controller in the center of the concrete pad.
3. Color: Wire color shall be continuous over its entire length. Install low voltage wires using the following color coding:

Controller "A" control Wires	Red
Controller "A" common wire	White/Red stripe
Controller "B" control wires	Orange
Controller "B" common wire	White/Orange stripe
Spare wires from master valve locations to future stub-out locations	Green
Spare control wires along wire routing from each controller	Yellow
Spare common wires along wire routing from each controller	Yellow / Blue stripe

Splices: Use wire connector with waterproof sealant. 3M DBY. Contractor will label valve wires:

Valve wires	Red
Common wires	White
Spare wires	Yellow
Master valve wire	Blue
Flow meter wire	Orange

4. Mark wire routing not located near PVC irrigation pipe with warning tape as described in these specifications. Contractor will hook valve wires to controller. Four spare wires are needed to run from barmaid master valve to Controller "B". These four wires need to be two different colors. Contractor must numerically label all valve wires.

5. Warning tape: Inert plastic film highly resistant to alkalis, acids or other destructive chemical components likely to be encountered in soils. Three inches wide, colored red, and imprinted with "CAUTION: BURIED ELECTRIC LINE BELOW."
- C. Existing Control Wire: It is assumed that existing low voltage control wire between existing controller and solenoid valves is in workable condition. Field verify quantity, location and proper operation prior to construction. Any concerns are to be brought to the attention of the Owner's Representative prior to installation of the replacement controller.
- D. Controller Enclosure:
1. As presented conceptually in the installation details or noted in the special conditions.
 2. Constructed of stainless steel with free-flow ventilation. The key system is to be common to all enclosures made part of this project.
 3. Prepare shop drawings to show the exact placement of all components housed in the enclosure.
 4. Electrical conduit: Use PVC Schedule 40 conforming to the dimensions and tolerances established by ASTM Standard D-1 785.
 5. Lightning protection: Provide 8-foot copper-clad grounding rod at each controller location.
 6. Wire markers: Pre-numbered or labeled with indelible non-fading ink, made of permanent, non-fading material.
- E. Power Wire:
1. Electric wire from the power source to controller shall be solid or stranded copper, Type UF single conductor cable or multi-conductor with ground cable, UL approved for direct underground burial. Power wires shall be black, white and green in color. Size as presented in the drawings. The Contractor is responsible for verifying that the power wire sizes shown on the drawings are compatible and adequate for the control system being used.
 2. Splices: UL approved connectors.
 3. Conduit: PVC Schedule 40.
 4. Warning tape: Inert plastic film highly resistant to alkalis, acids or other destructive chemical components likely to be encountered in soils. Three inches wide, colored red and imprinted with "CAUTION: BURIED ELECTRIC LINE BELOW."

4.4.18 OTHER COMPONENTS AND MATERIALS:

- A. Tools and Spare Parts: Provide operating keys, servicing tools, test equipment, spare parts and other items indicated in the General Notes of the drawings.
- B. Sod and Fertilizer: Provide sod and fertilizer as required by the Town of Fairplay and as described in these specifications.
- C. Other Materials: Provide other materials or equipment shown on the drawings or installation details which are part of the irrigation system, even though such items may not have been referenced in these specifications.

4.4.19 EXECUTION

4.4.20 INSPECTIONS AND REVIEWS:

- A. Site Inspections:
 - 1. Verify construction site conditions and note irregularities affecting work of this section. Report irregularities to the Owner's Representative prior to beginning work.
 - 2. Beginning work of this section implies acceptance of existing conditions.
- B. Utility Locates ("Call Before You Dig")
 - 1. Coordinate with Parks Representatives and all appropriate local authorities to arrange for the location and marking of all underground utilities.
 - 2. Repair any underground utilities damaged during construction. Make repairs at no additional cost to the contract price.
- C. Irrigation System Layout Review: Irrigation system layout review will occur after the staking of sprinkler head locations and Techline grid alignments have been completed. Notify the Owner's Representative one week in advance of review. Modifications will be identified by the Town's Representative at this review.

4.4.21 LAYOUT OF WORK:

- A. Stake out the irrigation system. Items staked include: sprinklers, Techline grid alignment, sleeving, mainline and lateral line pipes, control valves, line flushing valves, air/vacuum relief valves, controllers, and isolation valves.
- B. Install all mainline pipe and mainline components inside of project property lines.

4.4.22 EXCAVATION, TRENCHING, BACKFILLING AND SOD REPLACEMENT:

- A. Excavate to permit the pipes to be laid at the intended elevations and to permit work space for installing connections and fittings.
- B. Minimum cover (distance from top of pipe or control wire to finish grade):
 - 1. 36" over mainline pipe and over electrical conduit.
 - 2. 36" over control wire.
 - 3. 15" over lateral pipe to sprinklers and over supply header lateral pipe to drip system riser connections.
 - 4. Netafin Techline dripperline grids shall be installed directly on the soil surface and secured to grade with approved stakes.
- C. Backfill only after lines have been reviewed and tested.
- D. Excavated material is generally satisfactory for backfill. Backfill shall be free from rubbish, vegetation matter, frozen materials and stones larger than 2-inches in maximum dimensions. Remove material not suitable for backfill. Backfill placed next to pipe shall be free of sharp objects which may damage the pipe.
- E. Backfill unsleeved pipe and sleeves in either of the following manners:

1. Backfill and puddle the lower half of the trench. Allow to dry 24 hours. Backfill the remainder of the trench in 6-inch layers. Compact to density of surrounding soil.
 2. Backfill the trench by depositing the backfill material equally on both sides of the pipe in 6-inch layers. Compact to density of surrounding soil.
- F. Enclose pipe and wiring beneath roadways, walks, curbs and other hardscape conditions in sleeves. Minimum compaction of backfill for sleeves shall be 95% Standard Proctor Density, ASTM D698-78. Use of water for compaction around sleeves, "puddling", will not be permitted.
- G. Dress backfilled areas to original grade. Dispose of excess backfill off site.
- H. Where utilities conflict with irrigation trenching and pipe work, contact the Town's Representative for trench depth adjustments.
- I. Any and all turf grass areas disturbed during the construction process shall be repaired as follows:
1. At any location where it is necessary to cross over a sidewalk or any other concrete or asphalt areas, every effort shall be made to protect said concrete and/or asphalt from damage. In the event that any concrete or asphalt does become damaged, it is the responsibility of the Contractor to repair or replace the damage.
 2. All affected areas will have sod removed, with a sod cutter or other appropriate equipment to provide a uniform edge for sod replacement. All stripped sod shall be removed from the site and properly disposed of.
 3. Fill soil added to raise the soil level in any area shall be placed in no greater than six inch (6") lifts and then compacted to eliminate future settling.
 4. These areas will then be rough graded. Clear the prepared area of clods, stones, wood, rubbish and all debris that will not pass through the tines of a garden rake, final approval by the Town of Fairplay.
 5. The area should then be rolled to reduce future settling.
 6. The prepared areas should then be fertilized at the rate of twenty pounds per 1,000 square feet of 5-20-5 fertilizer. Submit manufacturer's analysis.
 7. Notify the Town of Fairplay 24 hours prior to sodding to obtain approval of grade and sod bed prior to sodding. To avoid ponding, no tolerance in sod area grading is permitted. If determined by the Town of Fairplay to be necessary the area will be regarded and/or fill dirt added to provide a smooth, even, uniform transition from the undisturbed areas to the disturbed areas.
 8. Sod shall be Colorado grown, 100% certified blended Kentucky Bluegrass of 3 to 4 types, or a mixture approved by the Town of Fairplay, complying with applicable Colorado and Federal regulations, having a healthy root system, regularly fertilized, watered, mowed, sprayed and free from objectionable weeds and/or grasses. Sod strips shall have from 5/8" minimum to 1" maximum thickness of soil adhering to the root system, cut into strips 18" maximum width by 24" minimum length. Sod which has dried out, or sod with adhering soil which breaks, tears or crumbles away will not be accepted. Sod cut for more than twenty-four (24) hours will not be accepted. Sod rolls shall be kept moist, protected from sun, heat and wind, and properly protected in transport. The sod source shall be made known to and approved by the Town of Fairplay after contract signing.

- 9. Sodding dates must be approved by the Town of Fairplay.
- J. No plowing or pulling of pipe will be allowed.

4.4.23 SLEEVING AND BORING:

- A. Install sleeving at a depth which permits the encased pipe or wiring to remain at the specified burial depth.
- B. Extend sleeve ends six inches beyond the edge of the paved surface. Cover pipe ends and mark with stakes.
- C. Bore for sleeves under obstructions which cannot be removed. Employ equipment and methods designed for horizontal boring. At locations where pavers are installed and set in sand base, remove the pavers and sand for surface trenching of sleeving and conduit crossings. Reset sand and pavers after backfilling sleeve or conduit to original condition as directed by Town's Representative.

4.4.24 ASSEMBLING PIPE AND FITTINGS:

- A. General:
 - 1. Keep pipe free from dirt and pipe scale. Cut pipe ends square and debur. Clean pipe ends.
 - 2. Keep ends of assembled pipe capped. Remove caps only when necessary to continue assembly.
 - 3. Trenches may be curved to change direction or avoid obstructions within the limits of the curvature of the pipe. Minimum radius of curvature and offset per 20 foot length of pipe by pipe size are shown in the following table. All curvature results from the bending of pipe lengths. No deflection will be allowed at a pipe joint.

RADIUS	OFFSET PER 20' LENGTH
25'	7' – 8"
25'	7' – 8"
100'	1' – 11"
100'	1' – 11"
100'	1' – 11"

B. Mainline Pipe and Fittings:

1. Use only strap-type friction wrenches for threaded plastic pipe.
2. PVC Solvent Weld Pipe:
 - a. Use primer and solvent cement. Join pipe in a manner recommended by the manufacturer and in accordance with accepted industry practices.
 - b. Cure for 30 minutes before handling and 24 hours before allowing water in pipe.
 - c. Snake pipe from side to side within the trench.
3. Fittings: The use of cross type fittings is not permitted.

C. Lateral Pipe and Fittings:

1. Use only strap-type friction wrenches for threaded plastic pipe.
2. PVC Solvent Weld Pipe:
 - a. Use primer and solvent cement. Join pipe in the manner recommended by the manufacturer and in accordance with accepted industry practices.
 - b. Cure for 30 minutes before handling and 24 hours before allowing water in the pipe.
 - c. Snake pipe from side to side within the trench.
3. Techline Dripline Pipe:
 - a. Join pipe in the manner recommended by manufacturer and in accordance with accepted industry practices.
 - b. Hold in place with tubing stakes or landscape fabric staples spaced every four feet. Pipe is not to be compressed or crimped by the stake or staple or other construction activity.
4. Fittings: The use of cross type fittings is not permitted.

D. Specialized Pipe and Fittings:

1. Low Density Polyethylene Hose: Install per manufacturer's recommendations.
2. No galvanized pipe will be allowed.
3. PVC Threaded Connections:
 - a. Use only factory-formed threads. Field-cut threads are not permitted.
 - b. Use only Teflon-type tape or Teflon based paste.
 - c. When connection is plastic-to-metal, the plastic component shall have male threads and the metal component shall have female threads.
5. Make metal-to-metal, threaded connections with Teflon-type tape or pipe joint compound applied to the male threads only.

E. Thrust Blocks:

1. Use cast-in-place concrete bearing against undisturbed soil.
2. Size, orientation and placement shall be as shown on the installation details.

3. Wrap fitting with plastic to protect bolts, joint and fitting from concrete.
 4. Install rebar with mastic coating as shown on the installation details.
- F. Joint Restraint Harness: Install harness in the manner recommended by the manufacturer and in accordance with accepted industry practices.

4.4.25 INSTALLATION OF MAINLINE COMPONENTS:

- A. Main System Shut Off Valve: Install where indicated on the drawings.
- B. Winterization Assembly: Install where indicated on the drawings.
- C. Master Valve Assembly: Install where indicated on the drawings.
- D. Isolation Gate Valve Assembly:
1. Install where indicated on the drawings.
 2. Locate at least 12-inches from and align with adjacent walls or edges of paved areas.
- E. Quick Coupling Valve Assembly: Install where indicated on the drawings.

4.4.26 INSTALLATION OF SPRINKLER IRRIGATION COMPONENTS:

- A. Remote Control Valve (RCV) Assembly for Sprinkler Laterals:
1. Flush mainline before installation of RCV assembly.
 2. Install where indicated on the drawings. Wire connectors and waterproof sealant shall be used to connect control wires to remote control valve wires. Install connectors and sealant per the manufacturer's recommendations.
 3. Install a ball valve in front of each valve. Install only one RCV to a valve box. Locate valve box at least 12-inches from and align with nearby walls or edges of paved areas. Group RCV assemblies together where practical. Arrange grouped valve boxes in rectangular patterns. Allow at least 12-inches between valve boxes.
 4. Adjust RCV to regulate the downstream operating pressure.
 5. Attach ID tag with controller station number to control wiring.
 6. Brand all valve box lids with an approved number in a sequence that corresponds to the controller layout.
- B. Sprinkler Assembly:
1. Flush lateral pipe before installing sprinkler assembly.
 2. Install per the installation details at locations shown on the drawings.
 3. Locate rotary sprinklers 6-inches from adjacent walls, fences or edges of paved areas.
 4. Locate spray sprinklers 3-inches from adjacent walls, fences or edges of paved areas.
 5. Install sprinklers perpendicular to the finish grade.
 6. Supply appropriate nozzle or adjust arc of coverage of each sprinkler for best performance.
 7. Adjust the radius of throw of each sprinkler for best performance.

4.4.27 INSTALLATION OF DRIP IRRIGATION COMPONENTS:

- A. Remote Control Valve (RCV) Assembly for Drip Laterals:
 1. Flush mainline pipe before installing RCV assembly.
 2. Locate as shown on the drawings. Wire connectors and waterproof sealant shall be used to connect control wires to remote control valve wires. Connectors and sealant shall be installed as per the manufacturer's recommendations.
 3. Install only one RCV to valve box. Locate at least 12-inches from and align with nearby walls or edges of paved areas. Group RCV assemblies together where practical.
 4. Arrange grouped valve boxes in rectangular patterns.
- B. Zone Control Valve Assembly: Install at locations shown on the drawings.
- C. Techline Emitter Grid Layout:
 1. Locate as shown on the drawings and installation details.
 2. Flush lateral supply header pipe before installing Techline grid.
 3. Use tools and techniques recommended by the manufacturer.
- D. Air/Vacuum Relief Valve Assembly: Install at the high point of each Techline grid layout as shown on the installation details.
- E. Line Flushing Valve Assembly: Install at the end of each Techline grid layout as shown on the installation details.

4.4.28 INSTALLATION OF CONTROL SYSTEM COMPONENTS:

- A. Irrigation Controller Unit:
 1. The location of the controller unit as depicted on the drawings is approximate; the Town's Representative will determine the exact site location upon commencement of contract.
 2. Lightning protection: Provide grounding components such as ground rod assembly, grounding wire, etc., in accordance with manufacturer's recommendations. Drive 8-foot copper-clad grounding rod into the soil. If rock prevents driving, bury at least four feet deep. Use one ground rod assembly for each controller. Connect controller to grounding rod with AWG No. 6 solid conductor copper wire. Secure wire to grounding rod with approved Calweld Brand Connectors or approved equal.
 3. Install primary surge protection arrestors on incoming power lines.
 4. Identifying wire and valve box lids numbering will be in sequential order of our Motorola system furnished by the Town and given to the Contractor prior to installation. Contractor will pour pad for Motorola controller and strong box for backflow device. Template will be supplied by the Town.
 5. Attach wire markers to the ends of control wires inside the controller unit housing. Label wires with the identification number (see drawings) of the remote control valve to which the control wire is connected.
 6. Install combination switch / GFCI outlet inside the controller enclosure.
 7. Connect control wires to the corresponding controller terminal.
- B. Control Wire:

1. Bundle control wires where two or more are in the same trench. Bundle with pipe wrapping tape spaced at 10-foot intervals. Do not tape wire together where contained within sleeving or conduit.
2. Provide a 24-inch excess length of wire in an 8-inch diameter loop at each 90 degree change of direction, at both ends of sleeves and at 100-foot intervals along continuous runs of wiring. Do not tie wiring loop. Coil 30-inch length of wire within each remote control valve box.
3. Install common ground wire and one control wire for each remote control valve. Multiple valves on a single control wire are not permitted.
4. If a control wire must be spliced, make splice with wire connectors and waterproof sealant, installed per the manufacturer's recommendations. Locate splice in a valve box which contains an irrigation valve assembly, or in a separate 10-inch round valve box. Use same procedure for connection to valves as for in-line splices.
5. Unless noted on plans, install wire parallel with and below PVC mainline pipe.
6. Protect wire not installed with PVC mainline pipe with a continuous run of warning tape placed in the backfill six inches about the wiring.

C. Power Wire:

1. Route power wire as directed on plans. Install with a minimum number of field splices. If a power wire must be spliced, make splice with recommended connector, installed per manufacturer's recommendations. Locate all splices in a junction box in accordance with local codes. Contractor will set Motorola controller on concrete pad and supply 11 electrical power to controller from the nearest approved power source.
2. All power wire shall be laid in trenches. The use of a vibratory plow is not permitted.
3. Green wire shall be used as the common ground wire from power source to all satellites.
4. Carefully backfill around power wire to avoid damage to wire insulation or wire connectors.
5. Encase power wire in electrical conduit with a continuous run of warning tape placed in the backfill, 6-inches above the wiring.

4.4.29 INSTALLATION OF OTHER COMPONENTS:

- A. Tools and Spare Parts: Prior to the review at completion of construction, supply to the Owner operating keys, servicing tools, spare parts and any other items indicated in the General Notes on the drawings.
- B. Other Materials: Install other materials or equipment shown on the drawings or installation details which are part of the irrigation system, even though such items may not have been referenced in these specifications.

4.4.30 PROJECT RECORD (AS-BUILT) DRAWINGS:

- A. The Contractor is responsible for documenting changes to the design. Maintain on-site and separate from documents used for construction, one complete set of contract documents as Project Documents (Record Drawings). Keep documents current. Do not permanently cover work until as-built information is recorded.

- B. Record pipe and wiring network alterations. Record work which is installed differently than shown on the construction drawings. Record accurate reference dimensions, measured from at least two permanent reference points, of each irrigation system valve, each controller or control unit, each sleeve end, each stub-out for future pipe or wiring connections and other irrigation components enclosed within a valve box.
- C. Prior to acceptance, Record drawings shall be provided to the Town Engineer in electronic format including PDF, ACAD and GIS.

4.4.31 WINTERIZATION AND SPRING START-UP:

Winterize the irrigation system in the fall and start-up the irrigation system in the spring of the first year following final approval of construction. Repair any damage caused by improper winterization at no additional cost to the Town. Coordinate the winterization and start-up with the landscape maintenance personnel.

4.4.32 MAINTENANCE:

- A. Upon completion of construction and review by the Town's Representative, maintain irrigation system for a duration of 30 calendar days. Make periodic examinations and adjustments to irrigation system components so as to achieve the most desirable application of water.
- B. Following completion of the Contractor's maintenance period, the Town will be responsible for maintaining the system in working order during the remainder of the guarantee warranty period, for performing necessary minor maintenance, for trimming around sprinklers, for protecting against vandalism, and for preventing damage after the landscape maintenance operation.

4.4.33 CLEANUP:

Upon completion of work, remove from the site all machinery, tools, excess materials, and rubbish.

END OF SECTION

SECTION 4.5**CONSTRUCTION MATERIALS AND METHODS****PLANT LANDSCAPING****4.5.1 GENERAL**

Fertilizing, seeding, mulching, sodding, planting or transplanting of trees, shrubs, or other plants required to provide landscaped areas for the Town shall be supplied and installed using current approved horticultural practices, these specifications and the contract documents.

4.5.2 MATERIALS

Materials to be incorporated into the landscaped areas shall conform to the minimum standards hereinafter referred to in the following (or approved equals).

4.5.3 SHRUBS, TREES AND OTHER PLANTS

All plants shall be nursery grown, for a minimum of one year, in U.S. Department of Agriculture recognized hardiness zones two, three, four and five only; conform to the requirements of the USDA Standards, AAN Standardized Specifications, and the Colorado State Nursery Act of 1965. Plants imported shall comply with all nursery inspection and quarantine regulations of the state of origin and destination, as well as all federal regulations governing interstate shipment of nursery stock.

Plants shall be healthy representatives of the specified species or variety with well-developed branch and root systems that are free of all objectionable features, diseases and insect pests. The minimum sizes and/or heights of all plants will be specified in the bid documents. Plant materials shall be measured as indicated in the plans by container size, height, and/or caliper. Caliper is the measured diameter of the tree at a six inch height above the root ball. In trees above three inches in diameter the caliper measurement is made at a height of twelve inches above the root ball of the tree.

The contractor shall be responsible for and furnish the Town a certificate of inspection for all materials, as required by federal, state or other authorities. A certificate of inspection will be supplied for each package, box, bale shipped or otherwise delivered. Contractor will provide a Grower's Certificate showing the origin of each plant. Each plant shall have a grower's label affixed to the plant which identifies the plant with the necessary dates to conform to these specifications.

The contractor's successful procurement arrangements for all plant material shall be evidenced by his/her act of submitting a Bid Proposal.

- A. Planting Pit Backfill – Backfill for each planting pit will be an improved soil consisting of three parts on-site topsoil and one part sphagnum peat, thoroughly blended and free of inorganic foreign substances.

- B. Tree Wrap – The contractor will wrap each tree in crepe nursery wrap, spirally applied with one (1) inch overlap and double wrapped at top and bottom, as manufactured by Kraft of 3M. Waterproof tape will be used to hold the wrap in place.
- C. Plant Anchorage – Trees will be anchored by the use of double strands of twelve gauge galvanized steel wire anchored to the plant through new or non-fractured garden hose. This wire will be attached to metal tee-posts. The number of stakes or posts and the specific methods of anchorage will be indicated in the plans or specifications.
- D. Soil Conditioners For Trees And Shrubs – The desired soil conditioner and fertilizer will vary per project. Consult plans and project specifications for specific application of mulches and soil mixes desired.
 - 1. Agriform planting tablets (twenty-one grams/tablet) containing a 20-10-5 NPK ratio, as manufactured by the Sierra Chemical Company.
 - 2. Liquid commercial fertilizer containing a 20-30-10 NPK ratio and chelated iron applied in accordance with the Colorado Nurseryman’s Association’s recommendation on trees three (3) inches and larger in caliper.
 - 3. Sphagnum peat certified to have a pH less than five and containing ninety-five percent organic matter when supplied to six to seven and one half cubic feet compressed bales.
 - 4. Mountain peat shall have a pH less than six and one-half and contain a minimum of 50 percent organic matter, subject to specific testing and approval by the project manager prior to delivery.
 - 5. Miracle Compost as manufactured by Majestic Mushroom Company, Golden, Colorado.

4.5.4 PLANTING PIT MULCH AND COVER.

- A. Tree pits shall be covered with an approved four (4) inch thick chipper chip, or designated mulch material, in seeded areas and sodded areas. Edging, if included, will be shown on the drawings.
- B. Shrub beds shall be covered with a four (4) inch compressed thickness of two to three inch long chipper chip or designated mulch material placed directly on the dirt around the plants. Edging, if included, will be shown on the drawings.
- C. Weed Barrier, a layer of approved filter fabric (Myrify, Typar, Trevira) will be used in shrub beds or tree pits if designated on the drawings.

4.5.5 GRASS MATERIALS.

All bluegrass seed shall be eighty percent “Baron” bluegrass and 20 percent “Pennfine” rye grass unless otherwise indicated in the plans, drawings or specifications. Other blends will not be allowed unless specifically called for in the special conditions.

- A. Seed – Seed shall be furnished in containers that are labeled in conformance with applicable state and federal regulations and showing at least the name and address of supplier, seed name, lot number, net weight, percent of seed content, guaranteed percent of purity and percent of germination. All seed furnished shall be free from noxious weed seeds. Containers whose contents become wet, moldy or otherwise

damaged will not be acceptable. All seed labels will be received by the project manager prior to acceptance of the seeding. Final or finish grade will be accepted by the project manager prior to seeding.

- B. Sod – Sod produced from the type of seed previously described shall be live nursery-grown grass actively growing or capable of renewing growth after dormancy. Sod shall be free of all undesirable perennial or annual grasses, plants, stones or any other material detrimental to growth or future maintenance. Grass shall be mowed to a height of two inches in the field. The sod will be machine cut in rectangular sections having a minimum soil thickness of five-eighths of an inch and sized to allow lifting and rolling without breaking. No netting or other material can be used to lift new sod.
- C. Soil Conditioner for Grass or Sod. A commercial fertilizer certified as to containing an NPK ratio of 20-10-5 unless otherwise specified in the Special Conditions.
- D. Mulch for Seeded Grasses – Dyed wood cellulose fiber that is free of any substance which will inhibit germination or grass growth, will evenly disperse and suspend when agitated in water, will absorb water while allowing infiltration and when air dry will contain less than ten percent moisture especially at the time of delivery.

Cellulose fiber shall be supplied in packages, having a gross weight of 100 pounds or less and marked to show the air dry weight content.
- E. Topsoil – Loose, friable loam that is free from admixtures of subsoil, refuse, stumps, rocks, roots, brush, weeds or other material which would be detrimental to the proper development of vegetative growth.

4.5.6 TREE, SHRUB AND PLANT LANDSCAPING

Final or finish grade must be approved by the project manager prior to planting.

4.5.7 TRANSPLANTING OF PLANTS

Handling plants shall be done according to recognized standard practices at all times. Plants shall be properly dug, pruned, inspected and tagged. The root system will be kept moist and the plant protected from all adverse conditions until planting is complete.

Plants may be furnished in non-biodegradable containers, which must be removed prior to planting or with the root system balled and burlapped. Balling and burlapping must conform to the “American Standard for Nursery Stock” specifications. The plant ball shall be natural, not man-made, and used for handling the plant at all times. Plants having a trunk loosened from the root ball or a broken ball will be rejected.

All plants will be inspected and approved by the project manager on site before they are planted. The project manager or a designated representative will select and reject plants at the nursery, if possible. Leaders on central trunks will be healthy. All plants that are found to be stressed damaged, drying out, insect infested, diseased or otherwise failing to meet the specifications or which appear incapable of normal growth will be rejected. All trees and shrubs will be tagged for genus and species. Plants not tagged will be rejected.

Deciduous tree trunks shall be wrapped from the top of the ball to the first branch, after pruning, then tape with waterproof tape securely at top and bottom.

Locally grown trees not to exceed a six caliper inch trunk diameter will be machine transplanted. However, the lapsed time between digging and placing in the tree pit shall not exceed twelve hours.

4.5.8 PRUNING

All pruning will conform to currently approved horticultural practices. Pruning evergreens shall be limited to the removal of damaged or dead foliage. Other plants shall have all damaged or dead roots or branches pruned to slightly above the nearest healthy side bud, at an angle not to exceed 45 degrees from the remaining portion. Leaders shall not be pruned. Other pruning, as required by the project manager, may be required.

Within ten days prior to transplanting, locally grown deciduous trees and shrubs shall be pruned to reduce their foliage spread by one-third unless otherwise directed.

4.5.9 EXCAVATING FOR PLANTING PITS

Planting pits shall be flat bottomed, circular in outline and excavated with vertical sides. No glazed smooth holes will be accepted. The contractor will, at the request of the project manager, roughen the surfaces of the plant pits. Pits shall have a diameter eighteen (18) inches greater than the earth ball diameter for trees and twelve (12) inches greater than the earth ball diameter of bare root or container shrubs. A minimum layer of select backfill will be placed below the bottom of the earth ball or root system. The backfill will be at least nine (9) inches deep under trees and six (6) inches deep under shrubs. Areas to be planted with ground cover shall be suitable furrowed using select backfill to a depth of six (6) inches. Pits shall be free of underground obstructions such as pipes, wires, rock formation, debris or contaminants.

The contractor shall protect and maintain in service all existing underground utilities, sprinkler system equipment, piping and amenities or structures, whether or not shown on the drawings during the performance of the work. He/she shall adequately barricade any pit or hole which is to remain open in excess of four hours.

4.5.10 PLANTING TREES AND SHRUBS

Planting of trees, shrubs and other plants shall be done at a time of year that is favorable to plant growth and in accordance with good horticultural practice.

Excavation for planting shall not commence until the project manager has staked all planting pits or shrub beds. Under no circumstances shall plant material be installed which interferes with the operation or coverage of the sprinkler system equipment or which will be damaged by the irrigation spray.

Following excavation of the planting pit, the contractor shall place the specified depth of improved planting mix into the hole before setting any tree or shrub. Upright plants shall be set plumb. Prostrate plants shall be set at the same depth to the ground surface as originally grown. The ball of each tree shall be set so that the top of the ball is parallel to the slope of the plant bed.

In irrigated areas all deciduous trees will be planted two (2) inches above finished grade, evergreen trees will be placed with the top of the ball three (3) inches above finished grade. In non-irrigated areas, the top of the ball shall be surrounded by a saucer, the diameter of the plant pit, that will hold water; and the top of the ball will be set one (1) inch above ground level. All wire baskets or any synthetic material must be totally removed from the root ball of all plants. Remove all cord and peel burlap back from the top one third of the root ball. The wire and cord removed from each tree will be set to the side of the newly planted tree for inspection by the project manager.

During the setting of the plant, the contractor shall partially backfill the pit to within six (6) inches of finish grade by carefully placing and compacting as specified planting pit backfill around the ball of the plant. The plant shall then be fertilized by meeting Agriform tablets, equally spaced, eight (8) inches below finish grade. Four tablets shall be placed in the pits for each tree with a caliper three (3) inches and larger; three (3) tablets shall be placed in the pits for each tree with a one and one-half (1/2) to two and one-half (2 1/2) inch caliper. Shrubs shall have two (2) tablets each placed 180 degrees apart in the pit.

Following fertilization, the placement and gentle compaction of planting pit backfill around the ball shall continue until the hole is completely backfilled. Water shall then be placed in the pit by means of a water lance so that the hole is irrigated from the bottom upward.

When water has disappeared, the pit shall be filled with more Planting pit backfill until stabilized to the desired finish grade.

Trees shall then be anchored by means of stakes and wire. Stakes shall be metal tee-posts placed in u undisturbed soil outside the pits; and guy wires shall be anchored to above the first and second limb crotch of the tree. The guy wire will be threaded through rubber hose so that no wire contacts the tree. The wire shall then be tightened sufficiently by twisting the wire to anchor the tree in a true vertical plumb, allowing the plant one inch play in each direction. Two guy wires 180 degrees apart in an east-west orientation will be used for each tree two (2) inches in caliper or smaller.

4.5.11 MULCHING PLANT PITS

All single trees, clusters of trees and/or shrubs, including row patterns, shall be mulched with chipper chip shredded wood or designated mulch material. Mulch shall cover the tree pit around each tree and shrub. Shrub and ground cover beds shall be mulched unless otherwise stated or shown on the drawings.

4.5.12 GRASS LANDSCAPING

Prior to seeding or sodding and in accordance with the requirements of the applicable section of the Town Standard Specifications, the area to be landscaped shall be cleaned, grubbed and graded to within one-half inch of finish grade.

All irregularities in the ground surface, except the saucers for trees and shrubs in rough grass seeding areas, shall be removed. Special measures shall be taken to eliminate all low spots and pockets that would trap water and to clear the area of one to one and one-half inch and larger rocks or other debris.

4.5.13 SEASON FOR PLANTING GRASS SEED

Seeding seasons in any calendar year shall be limited to those periods of time favoring a healthy growth of grass by accepted horticultural practices. Unless otherwise approved by the project manager, seeding shall be accomplished within the following time periods:

<u>Grass Area</u>	<u>Early Season</u>	<u>Late Season</u>
Sprinkler Irrigated	May 1 to June 15	September 1 to October 1
Non-Irrigated	May 1 to June 15	-----

Seeding shall not be performed during windy weather or when the ground is frozen or otherwise untiltable. Seeding portions of the designated areas may be permitted before construction is complete in order to take advantage of the

4.5.14 BED PREPARATION FOR SEEDING OR SOD PLACEMENT

Commercial fertilizer (18-46-0 NPK) at the rate of 300 pounds per acre shall be applied and then be spread and tilled into the top two inches of the soil. The ground surface shall be graded and worked by hand, if necessary to within one-half inch of finish grade to prepare for seeding or sod placement. Areas to be seeded or sodded which are contiguous with curbs, sidewalks or other architectural structures shall be sloped and graded to a level growing season, with prior approval of the project manager. one inch lower than the structural surface grade, on the uphill side of the paved surface. On the downhill side of the structured surface, the finish grade, after seeding or sodding, will be flush with the top of the paved surface.

All areas that have set for any period of time after fertilizing, which become firm or leaked over for whatever reason, shall be retiled to a depth of one inch prior to seeding.

4.5.15 SEED PLANTING RATE

Seed shall be sown to provide the coverage of "Pure Live Seed" (PLS) mixture, as determined in accordance with the following formula:

$$\underline{\text{Lbs. (PLS) = lbs. seed} \times \% \text{ Purity} \times \% \text{ Germination}}$$

4.5.16 PLANTING SEED

The contractor will seed over fertilized ground using approved mechanical power-drawn drills followed by packer wheels.

Fertilizer type and method of application may vary with each project. Consult the project plans and specifications for any modifications in the fertilization or bed preparation process.

The power-drawn drill shall be set to maintain a seed planting depth of one-fourth (1/4) inch. Seed sown by broadcast type seeders or by hand shall be "raked in" or otherwise covered with soil to a depth of one-quarter (1/4) inch. The hand-broadcasting method of seeding shall be limited to those areas not accessible by machine methods.

4.5.17 MULCHING SEEDED AREAS

Mulching seeded areas shall be accomplished by the hydraulic method using wood cellulose fiber mulch. Hydraulic mulching in slurry form shall be applied to all seeded areas. Proportionate quantities of water and other approved materials shall first be placed in the slurry tank and mix. Cellulose fiber mulch shall be added and mixing continued until the slurry is homogeneous. The slurry mixture shall then be uniformly spray applied at the rate of 1,400 pounds/acre over the designated area, using the color of the mulch as a metering agent. Hydraulic mulching shall not be performed in the presence of free surface water. Seed shall not be included in the hydraulic mulch. Mulch shall be Weyerhaeuser Silva-Fiore or approved equal.

Areas not properly mulched or damaged due to contractor's negligence, shall be repaired and remulched in an acceptable manner at the contractor's expense. Mulch removed by wind or water erosion prior to acceptance shall be reseeded and remulched by the contractor at his expense.

4.5.18 PLACING SOD

Sod placement may start after the sod bed or finished grade has been fertilized and prepared as previously specified. Special care shall be taken to prepare the surface to the specified elevations and to neatly rake the finished grade near fences, curbs, sidewalks, buildings, etc. Sod shall be transplanted within twenty-four hours after lifting, unless weather conditions prohibit normal operations. Sod shall be laid smoothly, edge to edge, perpendicular to slope, with staggered joints and pressed firmly into contact with the sod bed by tamping. All holes in the sod, frayed edges and missing strip corners shall be trimmed to straight lines and patches to completely fill all voids in the surface. Sod laid in slopes of 3:1 or greater will be secured with six (6) inch long wood stakes, as needed, until growth is established.

Once in place, the sodded area shall be lightly watered and rolled to insure full contact with the soil. After rolling, water shall continue until the added moisture penetrates the subsoil to a depth of not less than two inches.

Sod that becomes withered, moldy or yellow from heating, or has been allowed to dry out or freeze, will be rejected.

4.5.19 CARE AND MAINTENANCE

All trees, shrubs, other plant materials and seeded or sodded areas shall be cared for, watered, maintained and if necessary, barricaded and protected from damage from whatever cause until their acceptance. By the time of final inspection for acceptance, plant grower tags shall be removed. The landscaping shall be finally accepted for warranty and guaranteed by the contractor, after the following conditions have been met.

4.5.20 TREES, SHRUBS AND OTHER PLANTS

All plants shall be cared for, watered and maintained by the contractor until final project acceptance. The contractor shall not request an acceptance inspection until all plants that are dead or damaged due to his operation or vandalism or any other reason are replaced with like size and species.

4.5.21 SEEDED GRASS AREAS

Seeded areas shall be mowed to a two inch height at least once by the contractor. The contractor will otherwise maintain seed until there is an acceptable uniform plant growth. Areas that are not producing a uniform plant growth within five weeks following seeding shall be reseeded.

Unacceptable uniform plant growth shall be defined as scattered bare spots, greater than one square foot, exceeding three percent of the seeded area. However, for seeded areas under irrigation it shall also include producing a uniform plant growth to a height of two inches. Irrigated areas that are seeded late in the fall planting season which are not producing an acceptable uniform plant growth, as previously defined, shall be reseeded during the following spring planting season. If such a condition exists and the contractor has diligently pursued the performance of his work, the Town, at its option, may extend the contract completion date and reduce the contract retainage. Retainage may be reduced to less than five percent of the total contract amount but shall be at least double the estimated or contracted cost of obtaining the required growth in the indicated areas, plus those areas which are susceptible to damage by winter kill, washout or other causes.

4.5.22 SODDED AREAS

Sodded grass areas shall be watered as needed and mowed at least once, and otherwise maintained for a period of thirty days after transplanting the sod.

Any areas that fail to sustain a healthy growth of grass during this period or appear susceptible to negative drainage shall be reworked and re-sodded before acceptance by the contractor.

4.5.23 GUARANTEE AND WARRANTY OF PLANTS

The contractor will replace all plants which die during the two year warranty. Exception will be made for plants which die during this period due to vandalism or neglect. Replacement will be limited to one time only. Replacement materials will be identical in size and species to the original plants specified. Replacement materials will be high quality. The project manager reserves the right to reject any replacement materials not meeting Town or Fairplay standards.

Contractor agrees to replace dead plants within two weeks after notification by the project manager. The project manager will maintain an accurate copy of the planting plan indicating which specimens were removed and/or replaced.

SECTION 4.6

STREET CLASSIFICATION GUIDE

PART 1 FUNCTIONAL CLASSIFICATION

- A. The width, street configuration, alignment, and design speed of a street is related to its functional classification. For the purpose of these guidelines, the following functional classifications shall apply.
1. Alley: A roadway, usually unnamed, which primarily provides secondary vehicle access to the rear entrance of abutting property
 - 2.. Bikeway: A street that incorporates designated bicycle lanes within the roadway to allow for commuter bicycle circulation.
 3. Collector Street: A street that primarily provides movement between local streets and streets of higher classification and, secondarily, provides access to abutting property. It accommodates low-to-moderate vehicular movement, low to heavy pedestrian movement, moderate to heavy bicycle movement, and low to moderate transit movement. It has on-street parking, street trees, traffic safety street lighting, and sidewalks. It may also include landscaping, and pedestrian-scale lighting.
 4. Local Residential Street: A street that provides direct access to abutting residential property. It carries low vehicular movement, low to heavy pedestrian movement, and low to moderate bicycle movement. On street parking, street trees, and sidewalks should be provided. Traffic safety street lighting may be appropriate at intersection and pedestrian crossings.
 5. Industrial Street: An industrial street provides direct access to abutting properties where the dominate land use is light industrial or industrial based mixed uses. Traffic includes a higher than normal amount of truck movement. Street widths are wider to accommodate a range of vehicle sizes.
 6. Private Streets: A street that provides only direct access to abutting property and carries low vehicular movement. It may also provide for low to heavy pedestrian movement, and low to moderate bicycle movement. It has the same overall standards, design and construction as a public street, with the exception that the responsibility for maintenance is private.
 7. Rural Collector Road: A road in an agricultural or open space setting that primarily provides movement between rural local and collector roads and roads or streets of higher classification. It secondarily provides access to abutting property. It carries low to moderate vehicular movement, low pedestrian movement, and low to moderate bicycle movement. It may include traffic safety street lighting and underground utilities.
 8. Transitway: A street that provides for moderate to heavy transit movement and moderate to heavy pedestrian movement, along with traffic for other land uses including commercial retail and mixed uses. Passenger amenities, including way finding signs and shelters, should be provided. It has wide sidewalks, street trees, traffic safety measures, and street lighting.

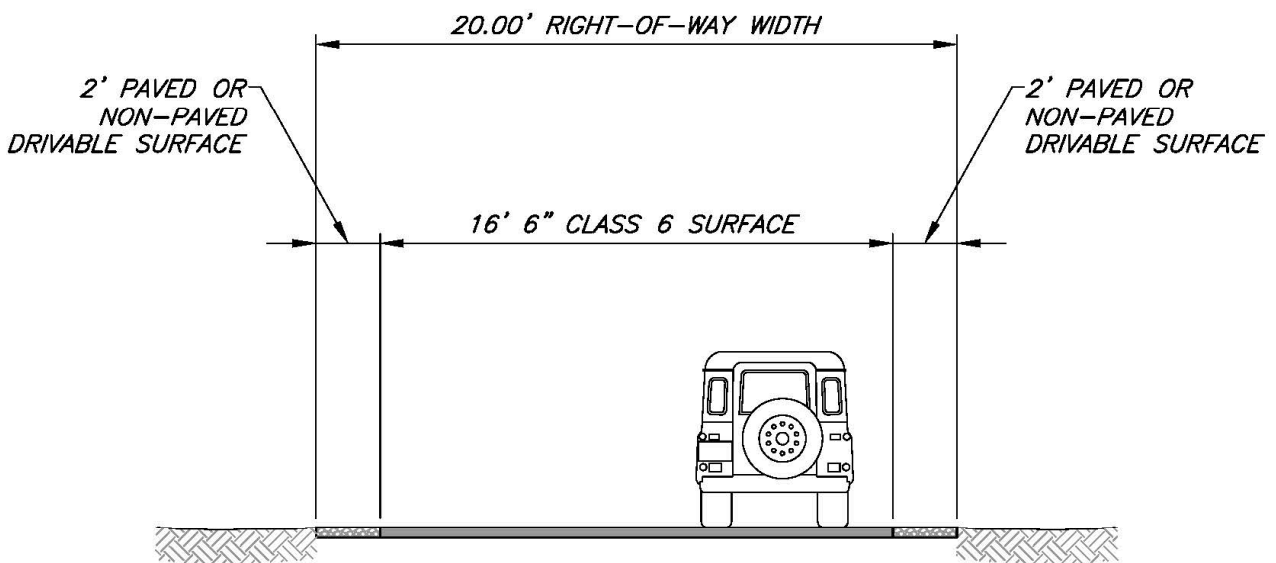
PART 2 STREET IMPROVEMENT POLICIES AND STANDARDS

1. The design standards provided in this Public Works Manual are intended to:
 - a. accommodate traffic volumes at reasonable speed and

- b. minimize the short and long term expense associated with street maintenance and construction.
2. All new streets in Fairplay, whether public or private, shall comply with the street design standards in the Public Works Manual.
3. When an existing street that does not comply with the design standards in the Public Works Manual will be substantially improved or rebuilt, efforts should be made to bring the street into compliance with the applicable standards in this Manual.
4. When various dimensions are referenced in this manual that can be applied to a new or existing street, the Town shall determine the specific dimension that shall be used based on the volume of traffic anticipated, the type of vehicles that will likely use the street, and the intensity of the adjacent land use.
5. All streets shall include a 20 foot minimum drivable surface to accommodate fire apparatus and emergency vehicles.
6. Notwithstanding the standards in this manual, the total unobstructed road section width adjacent to buildings exceeding 30 feet in height shall be a minimum of 28 feet to accommodate aerial fire apparatus.
7. Each intersection design radius shall allow for a minimum of a 33 foot inside turn radius and a 45 foot outside radius to accommodate fire apparatus. Other radii may be required if the intersections are on a bus or truck route within the community.
8. Transitions from the Park County minimum lane width to Fairplay streets shall require a design solution that successfully transition to the reduced Town standards provided in this manual. The Town shall determine the most appropriate means to make the transition.
9. Diagonal on street parking shall increase the parking dimension from 8 feet to 19 feet.

DESIGN STANDARDS:

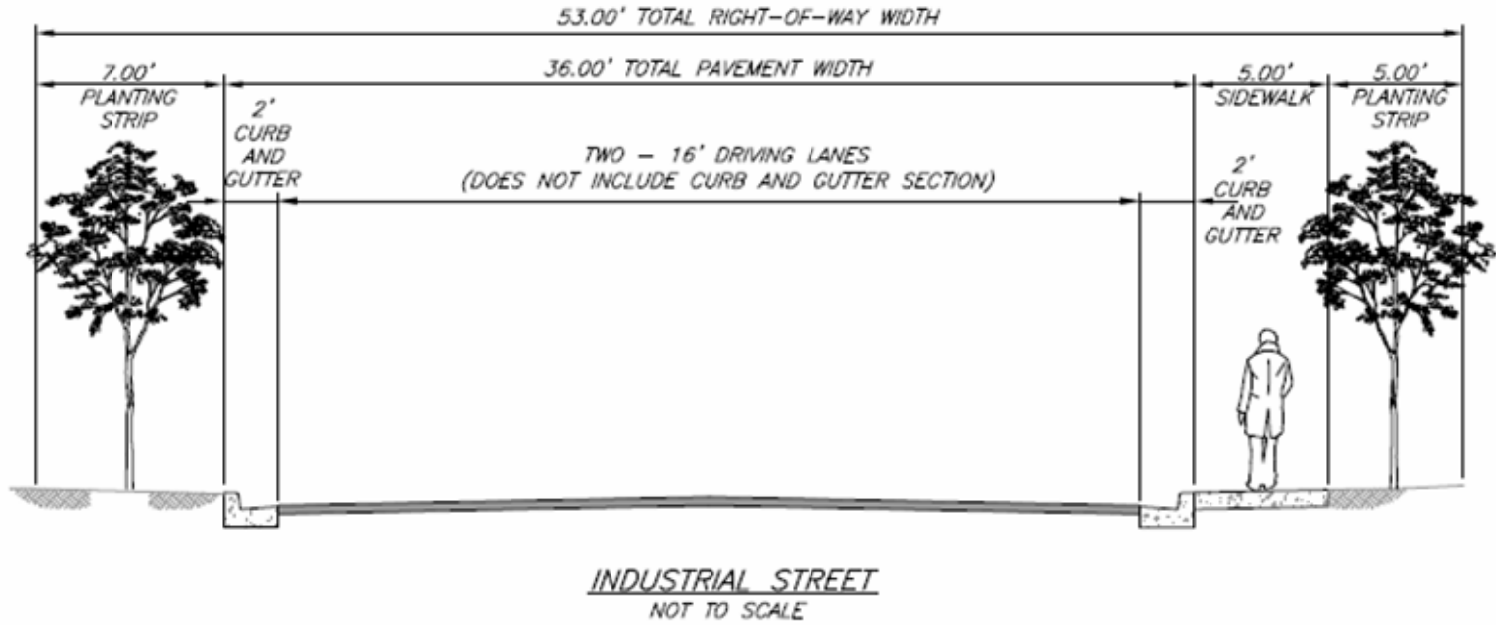
1. AN ALLEY CONNECTS TWO "DIFFERENT" LOCAL STREETS.
2. PARKING IS NOT ALLOWED WITHIN THE ALLEY RIGHT-OF-WAY.
3. WHEN AN ALLEY IS PRESENT, ACCESS TO ADJACENT PROPERTIES SHALL ONLY BE THROUGH THE ALLEY.
4. TREES ARE ENCOURAGED BETWEEN DRIVEWAY APRONS ADJACENT TO ALLEY RIGHT-OF-WAY.
5. INTERSECTION RADIUS DESIGN SHALL ALLOW ROLLOVER CURB FOR LARGE TRUCKS AND EMERGENCY VEHICLES – 33 FOOT INSIDE RADIUS AND 45 FOOT OUTSIDE RADIUS FOR FIRE TRUCKS.

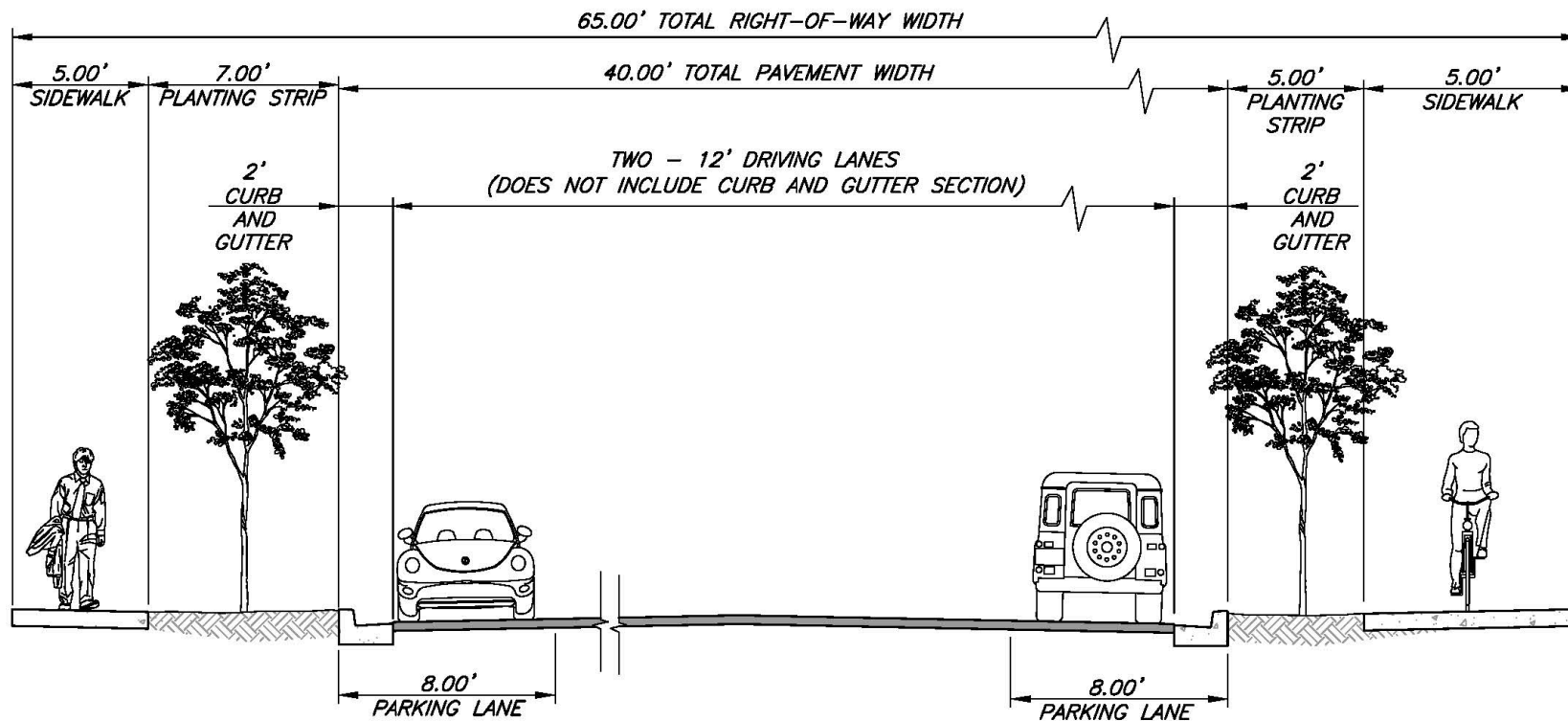


ALLEY – URBAN AREA
NOT TO SCALE

DESIGN STANDARDS:

- 1. PARKING ON STREET NOT ALLOWED.
- 2. PLANTING STRIPS TO ACCOMMODATE SNOW STORAGE TO EXTENT POSSIBLE.
- 3. INTERSECTION RADIUS DESIGN SHALL ALLOW ROLLOVER CURB FOR LARGE TRUCKS AND EMERGENCY VEHICLES – 33 FOOT INSIDE RADIUS AND 45 FOOT OUTSIDE RADIUS FOR FIRE TRUCKS.



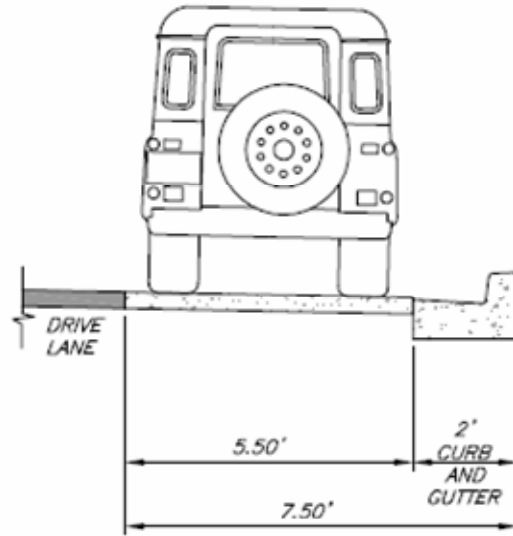


MAJOR COLLECTOR STREET – URBAN AREA

NOT TO SCALE

DESIGN STANDARDS:

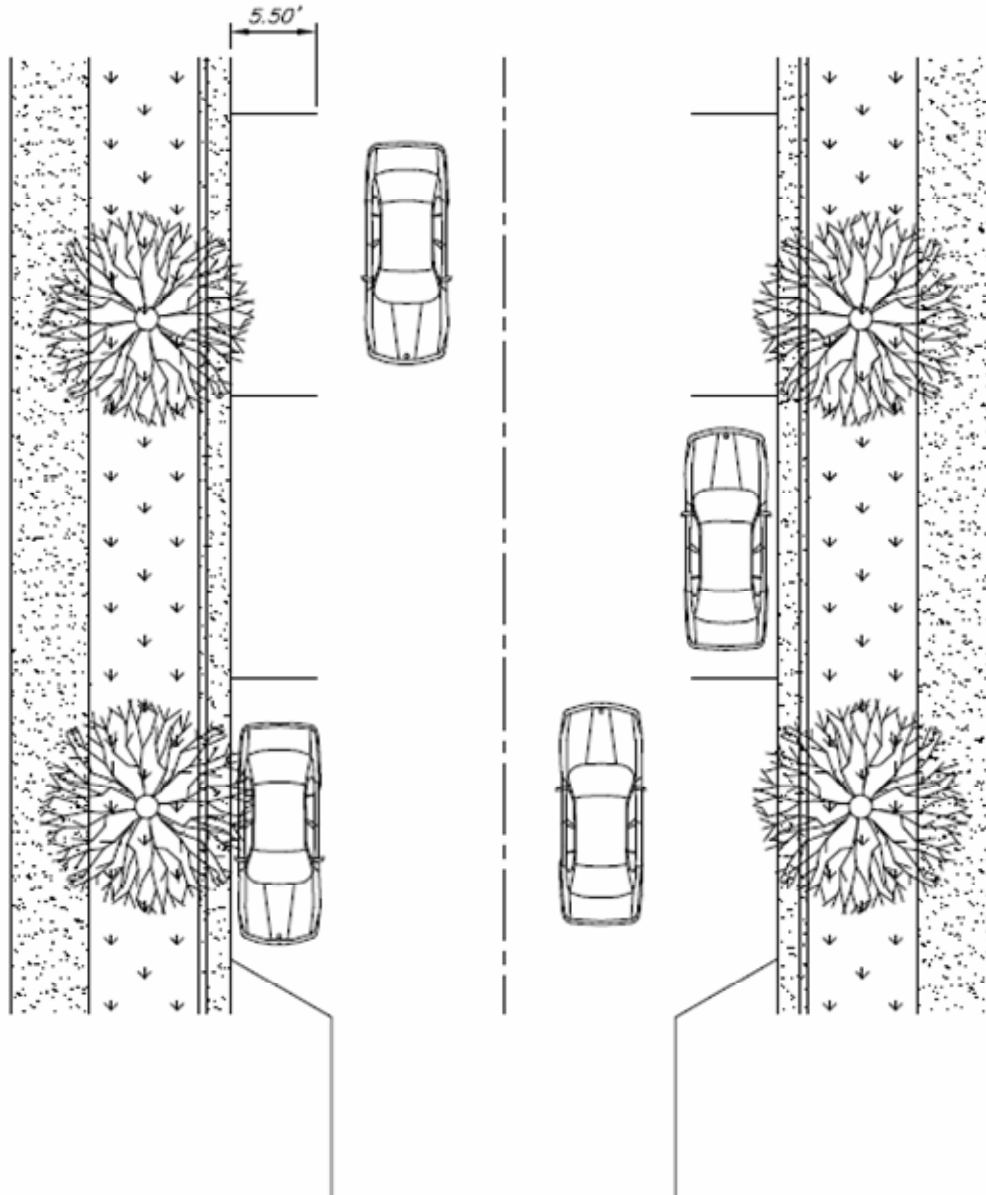
1. MAJOR COLLECTORS REQUIRED FOR HIGHER VOLUME ROUTES AND AREAS WITH MORE INTENSE ADJACENT COMMERCIAL AND MIXED LAND USES.
2. PARKING ALLOWED ON BOTH SIDES OF THE STREET.
3. SIDEWALKS ON ONE SIDE OF THE STREET SHOULD BE WIDER TO ALLOW BIKES TO TRAVEL OUT OF THE LANE OF TRAFFIC, WHICH MAY BE REDUCED TO FIVE FEET IF A BIKEWAY IS PROVIDED AND THE RIGHT-OF-WAY IS ADJUSTED ACCORDINGLY.
4. SNOW STORAGE WILL BE TO CENTER OF THE DRIVE LANES.
5. WINTER PARKING RESTRICTIONS MAY BE REQUIRED.
6. INTERSECTION RADIUS DESIGN SHALL ALLOW ROLLOVER CURB FOR LARGE TRUCKS AND EMERGENCY VEHICLES – 33 FOOT INSIDE RADIUS AND 45 FOOT OUTSIDE RADIUS FOR FIRE TRUCKS.



ON-STREET PARALLEL PARKING DESIGN
NOT TO SCALE

DESIGN STANDARDS:

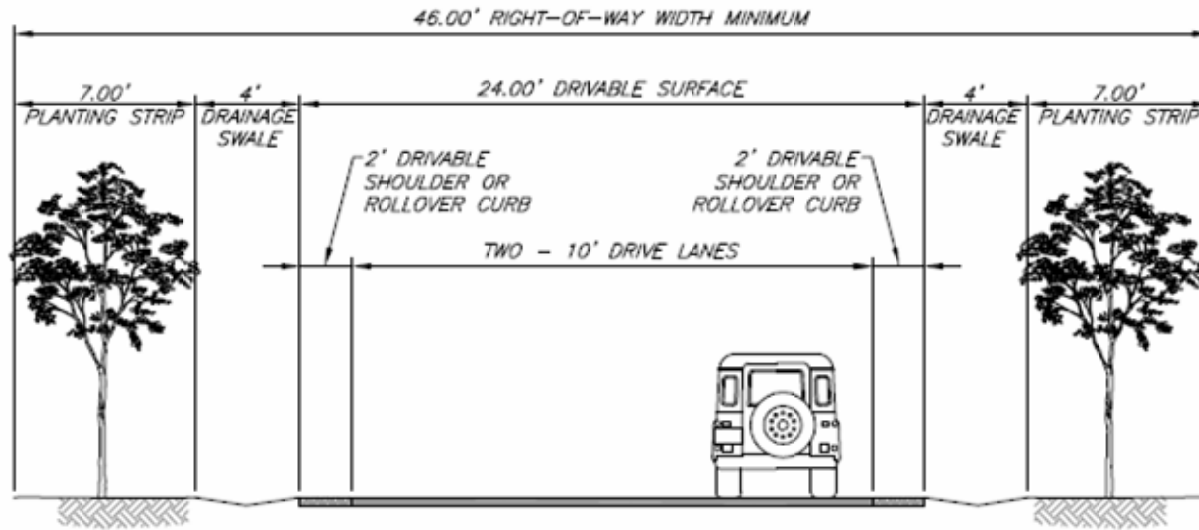
1. *STREET, SIDEWALK, AND PLANTING STRIP DIMENSIONS SHALL COMPLY WITH STANDARDS FOR SPECIFIC STREET TYPE.*



ON-STREET PARALLEL PARKING DESIGN
NOT TO SCALE

ADDITIONAL STANDARDS:

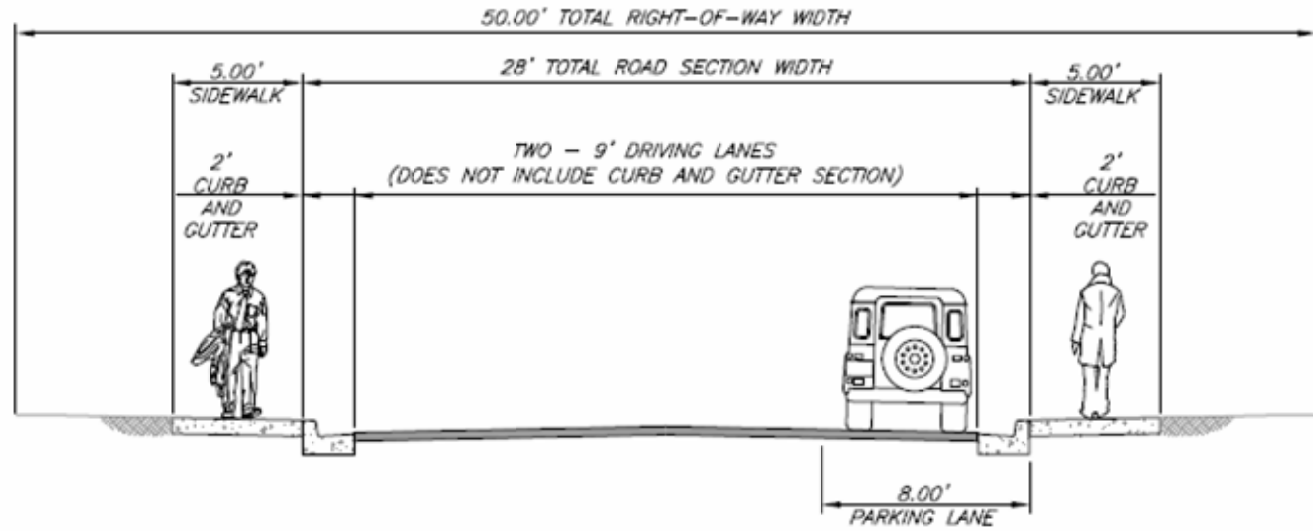
- 1. *A DETACHED 5 TO 8 FOOT PATH MAY BE REQUIRED ON ONE SIDE OF THE STREET, INCREASING RIGHT-OF-WAY WIDTH ACCORDINGLY.*
- 2. *NO ON-STREET PARKING ALLOWED.*
- 3. *INTERSECTION RADIUS DESIGN SHALL ALLOW ROLLOVER CURB FOR LARGE TRUCKS AND EMERGENCY VEHICLES – 33 FOOT INSIDE RADIUS AND 45 FOOT OUTSIDE RADIUS FOR FIRE TRUCKS.*



COLLECTOR STREET – RURAL RESIDENTIAL
NOT TO SCALE

DESIGN STANDARDS:

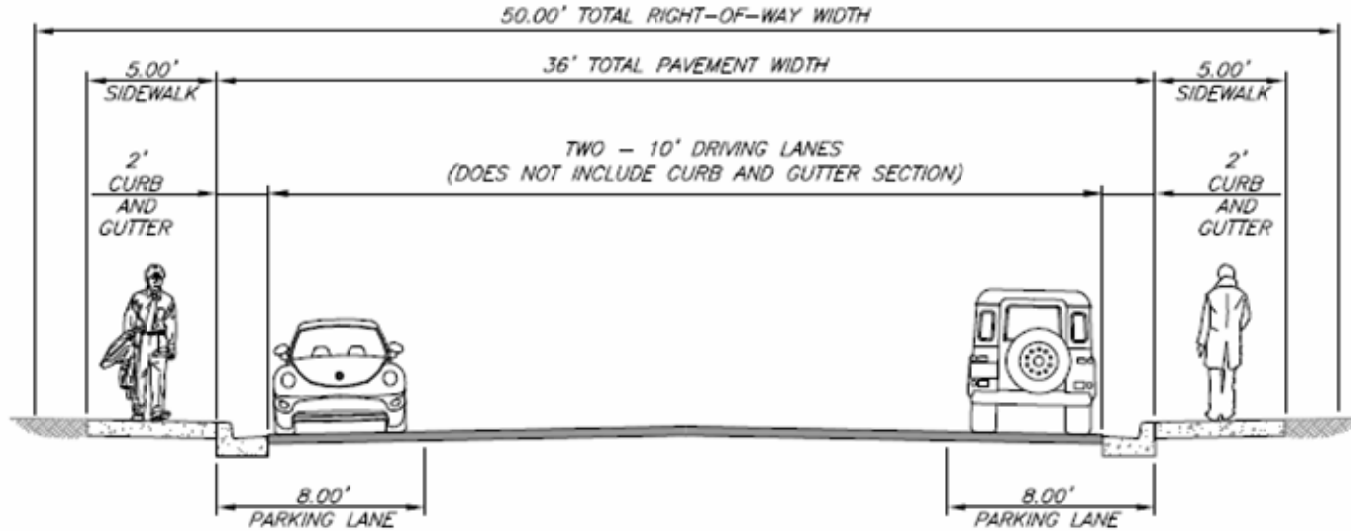
1. PARKING ON ONE SIDE OF STREET ONLY.
2. PLANT STRIP OPPOSITE PARKING LANE SHALL BE WIDER TO ACCOMMODATE SNOW STORAGE.
3. PERIODIC WINTER PARKING RESTRICTION MAY BE NECESSARY TO CLEAR SNOW FROM PARKING LANE.
4. INTERSECTION RADIUS DESIGN SHALL ALLOW ROLLOVER CURB FOR LARGE TRUCKS AND EMERGENCY VEHICLES – 33 FOOT INSIDE RADIUS AND 45 FOOT OUTSIDE RADIUS FOR FIRE TRUCKS.



LOCAL STREET – URBAN RESIDENTIAL (OPTION 2)
NOT TO SCALE

ADDITIONAL STANDARDS:

1. PARKING ON BOTH SIDES OF STREET.
2. SNOW STORAGE WILL BE TO CENTER OF THE DRIVE LANES.
3. EACH DRIVE LANE SHALL BE 12 FEET. AT THE TOWN'S DISCRETION, DRIVING LANES MAY BE REDUCED TO 10 FEET ONLY WHEN WINTER PARKING RESTRICTIONS PROHIBIT SEASONAL PARKING (DECEMBER 1 TO APRIL 1) ON ONE SIDE OF STREET TO ALLOW SNOW STORAGE IN A PARKING LANE.
4. INTERSECTION RADIUS DESIGN SHALL ALLOW ROLLOVER CURB FOR LARGE TRUCKS AND EMERGENCY VEHICLES - 33 FOOT INSIDE RADIUS AND 45 FOOT OUTSIDE RADIUS FOR FIRE TRUCKS.



LOCAL STREET - URBAN RESIDENTIAL (OPTION 3)
NOT TO SCALE

DIVISION 5



TECHNICAL SPECIFICATIONS



Division 5 Technical Specifications

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TECHNICAL SPECIFICATIONS

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Temporary Erosion Control	02822
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Concrete Reinforcement.....	03200
Cast-In-Place Concrete	03300
Masonry.....	04200

SECTION 01300**SUBMITTALS****PART I - GENERAL****1.01 REQUIREMENTS INCLUDED**

The CONTRACTOR shall submit to the ENGINEER for approval all submittals required by the General Conditions and these Specification sections. Submittal shall be submitted on form 1300-A.

1.02 INSURANCE CERTIFICATES

Refer to General Conditions for submittal requirements. Submit updated certificates as necessary to verify current coverage.

1.03 SCHEDULE OF VALUES

Refer to General Conditions for requirements. On bid items to be paid as lump sum that may extend beyond a single pay estimate, a schedule of values shall be submitted to OWNER a minimum of 10 days prior to work on that item. Adequate detail shall be given to allow a value to be placed on work completed during any given pay estimate. Where payment is to be based on unit bid prices, correlate schedule of values with Divisions and Sections of Specifications unless otherwise approved by the ENGINEER. If separate payment is to be requested for materials suitably stored but not installed, segregate delivered costs from installation costs, including overhead and profit.

1.04 CONSTRUCTION SCHEDULE

(See Section 01310 for Construction Schedule Submittal details).

1.05 SHOP DRAWINGS

(See Section 01340 for Shop Drawing Submittal details).

1.06 PROJECT RECORD DOCUMENTS

(See Section 01700, Contract Closeout, for project record document details).

END OF SECTION

SECTION 0310**CONSTRUCTION SCHEDULES****PART 1 GENERAL****1.01 SUMMARY**

- A. Within ten (10) days after effective date of agreement or by the pre-construction conference, the Contractor shall submit a critical path project schedule covering the duration of the project, beginning with the Notice to Proceed and indicating Substantial Completion and "Contract Completion". The purpose of the Project Schedule shall be to:
1. Assure adequate planning, scheduling and reporting during the execution of the Work by the Contractor.
 2. Assure coordination of the Work of the Contractor and various Subcontractors at all tiers.
 3. Establish a critical path for the completion of the Work to assist the Contractor, Owner, and Engineer in monitoring the progress of the Work and evaluating proposed changes to the Contract Duration and the Project Schedules resulting from changes in the Work and/or potential weather delays.
 4. Assist in the coordination of construction activities so as to complete the Work within the Contract Time.
- B. The Project Schedule shall be based upon the Critical Path Method (CPM) for planning, scheduling and progress reporting of the Work.
- C. The Project Schedule shall include a graphic network prepared by the Contractor. The Contractor shall transmit all schedule submissions to the Owner or his representative as both a printed or plotted pure logic diagram and a bar chart with an accompanying computer disk of the schedule. The computer disk shall be in a file format published by Primavera Project Planner (Windows versions), Primavera Sure Trak, or Microsoft Projects.
- D. The Contractor shall provide a Network, which shall be a reasonable representation of how the Work is planned to be performed and shall be used to monitor the progress of the work of the Contract. All costs associated with the development and maintenance of the schedule shall be borne by the Contractor Description.

1.01 SCHEDULING

- A. The Contractor shall submit a preliminary Project Schedule as stated above. The Owner or his representative shall review the preliminary Project Schedule and return comments to the Contractor within ten (10) working days after receipt. The Contractor then shall have five (5) working days to review the schedule and return it to the Owner or his representative for review. The five (5) working day review and review cycles shall continue until an acceptable schedule is received by the Owner. The owner's review of the project schedule is for compliance with this article and other contractor requirements. Acceptance by the owner of the contractor's project schedules does not relieve the contractor of any of his responsibility whatsoever for the accuracy or feasibility of the project schedule, or of the contractor's ability to meet the contract completion date, nor does such acceptance expressly or impliedly warrant, acknowledge or admit the reasonableness of the activities, logic, duration or, when

included, cost loading of the contractor's project schedule. An approved schedule shall be required prior to submission of the first progress payment in accordance with the Contract Documents. The following guidelines must be met:

1. The Project Schedule shall contain a sufficient number of activities to allow effective monitoring of the progress of the work.
2. Each activity shall contain only the work of a single trade or subcontractor.
3. Each activity shall be less than fifteen (15) working days in duration. Procurement and material delivery, surveying and shop drawing approvals may exceed fifteen (15) working days in duration. Activities exceeding fifteen (15) working days in duration shall be separated into two or more individual activities of less than sixteen (16) working days by area, type of work, etc. to allow for effective monitoring of the Work.
4. Each activity shall include a description of the work, original duration, contractor or subcontractor performing the work, the equipment and manpower required to do the work, all specific area, phasing or milestone classifications and the activity's relationship to other activities (contained in the Methods Statement).
5. The Project Schedule shall begin with the Notice to Proceed and end with Contract completion activities. A critical path (zero float path) through Contract completion must be generated.
6. Normally anticipated weather conditions shall be included in the Project Schedule.
7. Anticipated utility relocation activities must be shown in the schedule as they affect the contractor's activities.
8. Failure by the Contractor to include any element of work required for performance of the Contract shall not excuse the Contractor from completing all work within the Contract Time.
9. Work times shall be included showing number of days per week, shifts per day and hours per shift.
10. The Project Schedule shall contain activities for the anticipated submittal cycle of equipment or materials that could affect timely completion of the project.
11. The schedule shall include activities for anticipated procurement and delivery of material or equipment with lead times greater than three (3) weeks.
12. The progress schedule shall include all activities for all work on the project, including subcontracted work, delivery dates for critical material, submittal and review periods, milestone requirements and no work periods. Where the project has specific phases, each phase shall be described separately for each salient feature.

1.03 METHODS STATEMENT

- A Methods Statement shall be included for all work items that fall on the critical path of the construction schedule. This Methods Statement shall be a detailed narrative describing each feature and all work necessary to complete the feature. The Methods Statement shall be submitted with the Construction Schedule. The following format is required.
1. Feature: name of the feature.
 2. Responsibility: Contractor, subcontractor, supplier, utility, etc. responsible of the feature.
 3. Procedures: procedures to be used to complete the work. The procedure to be used shall include general information regarding methods such as forming, excavation, placing, heating, curing, backfill and embankment, trenching, protecting the work, etc. When separate or different procedures are to be employed by the Contractor due to seasonal or project phasing requirements, such differing procedures shall be described in the procedure statement.
 4. Production Rates: the planned quantity of work per day for each feature

5. Labor Force: the labor force planned to do the work.
6. Equipment: the number, types, and capacities of equipment planned to do the work.
7. Work Times: the planned time for the work to include:
 - a. Number of work days per week.
 - b. Number of shifts per day.
 - c. Number of hours per shift.

- B. At the Owner's request, the Contractor shall update the Methods Statement, or any part thereof, and submit it with the next monthly schedule update.

1.04 PROJECT SCHEDULE UPDATES

- A. The Project Schedule updating shall be done on a monthly basis. The revision shall indicate actual progress to date, changes resulting from change orders, and planned changes necessary to complete the Work in accordance with the Contract Documents.
- B. Should the Project Schedule update indicate that the project is more than ten (10) days behind schedule it shall be revised to indicate the means which the Contractor shall use to regain the Contract Completion Date.
- C. Updating the Project Schedule to reflect actual progress made up to the date of a schedule update shall not be considered revisions to the Project Schedule.
- D. Failure by the Contractor to update the schedule shall result in a material breach of contract and will also result in the withholding of progress payments until an acceptable update is submitted by the Contractor and accepted by the Owner.

1.05 TIME IMPACT ANALYSIS FOR CHANGE ORDERS, DELAYS & CONTRACTOR REQUESTS

- A. When Change Orders are initiated or delays are experienced a Time Impact Analysis shall be completed to determine the effect on the Contract Completion Date. The durations of effected activities shall be altered as mutually agreed upon and the schedule recalculated. The Contract Completion Date will not be extended unless the schedule recalculation indicates a completion date beyond the current Contract Completion Date. A delay must impact the critical path of the Project Schedule as a condition to extending the Contract Completion Date.
- B. Delays caused by weather shall be reviewed at the monthly update meetings. Seasonal weather conditions shall be considered and included in the planning and scheduling of all work influenced by high or low ambient temperatures, wind, and/or precipitation to ensure completion of all work within the Contract Time. Seasonable weather conditions shall be determined by an assessment of average historical climatic conditions.
- C. Float is not for the exclusive use or benefit of either the Owner or the Contractor. Extension of the Contract Time will be granted only to the extent the equitable time adjustments to the activity or activities affected by the Change Order or delay exceeds the total (positive or zero) float of a critical activity (or path) and extends the Contract Time as set forth in the Contract.

1.06 SUBMITTALS

- A. The number of opaque reproductions required by the CONTRACTOR plus four (4) copies which will be retained or distributed by the OWNER/ENGINEER.
Do not submit fewer than five (5) copies.

- B. Distribution
 - 1. After review, ENGINEER will distribute copies of schedules to:
 - a. Two (2) copies to OWNER.
 - b. One (1) copy to Resident Project Representative.
 - c. One (1) copy to be retained in ENGINEER's file.
 - d. One (1) copy to CONTRACTOR to be kept on file at CONTRACTOR's field office.
 - e. Remainder to CONTRACTOR for his distribution following modifications if required.

- C. Schedule recipients will report promptly to ENGINEER and CONTRACTOR, in writing, any problems anticipated by the projections shown on the schedules.

END OF SECTION

SECTION 01340
SHOP DRAWINGS**PART 1 GENERAL****1.01 REQUIREMENTS INCLUDED**

- A. The CONTRACTOR shall submit to the ENGINEER for approval all shop drawings required by the specification sections.

1.02 SHOP DRAWINGS

- A. Shop drawings shall be prepared by a qualified detailer for CONTRACTOR, subcontractor, supplier, or manufacturer, and shall illustrate some portion of the work, showing fabrication, layout, setting, or erection details.
- B. Identify details by reference to sheet and detail numbers shown on Contract Drawings. Use same symbols used on Contract Drawings to identify shop drawing details wherever practicable.

1.03 PRODUCT DATA

- A. Submit manufacturer's standard schematic drawings:
 - 1. Modify drawings to delete information that is not applicable to the project.
 - 2. Supplement standard information to provide additional information applicable to project.
- B. Submit manufacturer's catalog sheets, brochures, diagrams, schedules, performance charts, illustrations, and other standard descriptive data.
 - 1. Clearly mark each copy to identify pertinent materials, products or models.
 - 2. Show dimensions and clearances required, performance characteristics and capabilities, wiring diagrams and controls, and any other pertinent data applicable to the project.
- C. Submit manufacturer's certificate of compliance certifying to compliance with specification requirements, applicable reference standards and test data requirements. Include reference to the specification section and paragraph with which the product or materials is intended to comply.

1.04 CONTRACTOR RESPONSIBILITIES

- A. CONTRACTOR shall submit quantities specified in Section 01000 General Requirements.
- B. Submittals shall be made by CONTRACTOR to the ENGINEER with a transmittal form or letter and not by subcontractors, suppliers or manufacturers. CONTRACTOR shall review, stamp with his approval, and submit in orderly sequence all submittals required by the specifications. By approving and submitting items, CONTRACTOR represents that he has verified all field measurements, field construction criteria, materials, catalog numbers, and similar data, and has coordinated each shop drawing with requirements of the project.

- C. The CONTRACTOR shall not begin work that requires submittals until the ENGINEER reviews and approves submittals. The ENGINEER will return an approved copy of the submittal to the CONTRACTOR.
- D. CONTRACTOR'S responsibility for errors and omissions in submittals, or for deviations in submittals from requirements of the Contract Documents, shall not be relieved by review of submittals unless ENGINEER gives written acceptance of specific deviations. The CONTRACTOR shall notify ENGINEER in writing at time of submission of deviations in submittals from requirements of the Contract Documents.

END OF SECTION

SECTION 01570**DETOURING/TRAFFIC CONTROL****PART 1 GENERAL****1.01 SCOPE**

This work shall consist of furnishing, installing, moving, maintaining and removing temporary traffic signs, advance warning signs, barricades, channelizing devices, delineators, and flagmen as required by the latest revision of the "Manual on Uniform Traffic Control Devices for Streets and Highways" and the latest revisions of the Colorado Supplement thereto, in accordance with the Drawings and these Specifications.

1.02 RELATED WORK SPECIFIED ELSEWHERE

All Sections.

1.03 REFERENCE STANDARDS

- A. Colorado Department of Transportation, Standard Specifications for Road and Bridge Construction 1999; Subsection 107.10 and Section 630.
- B. Colorado Department of Transportation, Standard Plans Oct 2000; S Standards.
- C. Federal Highway Administration; Manual on Uniform Traffic Control Devices.

1.04 SUBMITTALS

- A. Traffic Control Plan. Traffic control, both vehicular and pedestrian, through the construction areas is the responsibility of the Contractor. The Contractor shall prepare a Traffic Control Plan (TCP) to be submitted with the return of the signed agreement. The TCP shall include a schedule of traffic control devices to be used on the project, general layout of devices, situations that may require use of flaggers and/or pilot cars, and methods of notifying public of impending traffic changes. The TCP must be prepared by a certified traffic control supervisor and approved by the Town prior to commencement of work.
- B. Methods of Handling Traffic (MHT). The Contractor shall control traffic in accordance with the Traffic Control Plan (TCP), as shown in the contract. To implement the TCP, the Contractor shall develop and submit a method for handling traffic (MHT) for each different phase of construction which shows the Contractor's proposed construction phasing and proposed traffic control devices consistent with the TCP. If at any time the Contractor desires to change the MHT, it shall be considered a different phase requiring a new MHT.

Each proposed MHT shall be approved in writing by the Town before the corresponding phase of construction will be allowed to begin. The initial MHT shall be submitted a minimum of 10 days prior to the start of work on the project. All successive MHT's shall be submitted to allow reasonable time for review.

The proposed MHT shall include detailed information as contained in the Manual of Uniform Traffic Control Devices.

Approval of the proposed method of handling traffic shall constitute authorization to furnish the devices on the schedule. If, at any time, it is determined that unnecessary units are on the schedule or that additional units are required, the Town will request the Contractor to revise the MHT and the devices shall be added or removed as approved.

The Contractor shall continually review their methods of handling traffic. If revisions are needed for the safe movement of traffic through or around the work areas, the Contractor shall immediately notify the Town. The Contractor may implement temporary revisions to the MHT if, in absence of the Town, failure to make the revision could compromise the safety of the public.

Changes in the plan or the methods of handling traffic shall be approved by the Town. Approval of the traffic control plan and the proposed methods of handling traffic in no way shall relieve the Contractor of liability specifically provided for in the Contract.

PART 2 MATERIALS

2.01 GENERAL

All materials shall conform to the applicable portions of the Reference Standards.

2.02 BARRICADES

Shall conform to the MUTCD Minimum 8' wide on movable skirts.

PART 3 METHODS AND PROCEDURES

3.01 DETOURS

None as anticipated.

3.02 ROAD RESTRICTIONS

As stated on Drawings.

3.03 FLAGMEN

Provide as needed, as directed by Town or as stated on Drawings to control traffic encroaching in construction zone.

3.04 BARRICADES, CHANNELIZING DEVICES, FLASHING WARNING LIGHTS

Provide for all work areas, open trenches, lane closures, equipment and material storage, etc., and as called for on the Drawings and located within limits of construction. Protection to be in place 24 hours per day and device inspection shall be seven days per week.

3.05 TRAFFIC CONTROL MANAGEMENT

Provided by a certified traffic control supervisor on a 24-hours-per-day basis. An after hours contact shall be provided for every calendar day from the first placement of traffic control

devices until all devices are removed. Any changes to this contact shall be submitted to the Town.

END OF SECTION

SECTION 02255**DUST SUPPRESSION****PART 1 GENERAL****1.01 SCOPE**

Work under this Section shall include furnishing all materials, labor, equipment and miscellaneous items necessary to provide dust control over the entire project site.

1.02 RELATED WORK SPECIFIED ELSEWHERE.

All *Division 2* Sections

1.03 SUBMITTALS.

- A. Chemical Products Descriptive literature defining chemical constituents.

PART 2 MATERIALS**2.01 MAGNESIUM CHLORIDE.**

<u>Constituents</u>	<u>Percentage by Weight</u>
Magnesium Chloride	Approximately 28%-36%
Sulphate	2.5%
Potassium, sodium, calcium	Less than 1%
Nitrate	-0-

PART 3 METHODS AND PROCEDURES**3.01 DUST CONTROL**

Dust control to be considered an integral part of the Work. Control shall be provided from the start of construction until the Work is complete. Fugitive dust as a result of construction shall be controlled at all times.

3.02 WATERING

For road construction, the Contractor shall have a water truck on site at all times for dust control. Wetting shall be done at the direction of the Town as required until the final wearing surface is completed.

For utility construction, dust control may be accomplished by water truck or spray system from an on-site water system if approved. Contractor shall be prepared to provide dust control until the final acceptance of project.

The Contractor shall provide a water meter for metering any water taken from the municipal water system whether from fire hydrants or private taps.

3.03 CHEMICAL CONTROL

Where required by the Town, dust control shall be provided by the use of magnesium chloride chemical spray to the road surface.

After the surface has been prepared, the road shall be pre-wet to a very damp condition. The product shall be applied using a watering truck with spray applicator, providing an even distribution across the surface. Application rate shall be 1/3 - 1/2 gallon per square yard. The surface shall be re-sprayed until complete coverage is attained.

END OF SECTION

SECTION 02271**RIPRAP****PART 1 GENERAL****1.01 DESCRIPTION**

- A. Work shall consist of furnishing and placing of riprap according to the location shown on the Drawings.
- B. Work shall conform to the relevant provisions of Section 506 "Riprap" of the Standard Specifications for Road and Bridge Construction, State Department of Highways, Division of Highways, State of Colorado, 1981 Edition, except as modified.

PART 2 PRODUCTS**2.01 RIPRAP**

- A. Riprap shall consist of hard, dense rough fractured rock as nearly cubical as possible. Thin slab, flaking rock and sandstone shall not be used. The rock shall have a minimum specific gravity of 2.25. Removed concrete may not be substituted for rock. Round river rock shall not be used as riprap unless approved by Engineer.
- B. The average diameter of rock shall be as shown on Drawings.

PART 3 CONSTRUCTION METHODS**3.01 SLOPE PREPARATION**

Areas on which the riprap is to be placed will be trimmed and dressed to conform to cross sections shown on the Drawings within an allowable tolerance of plus or minus two inches (2") from the theoretical slope lines and grades. Where such areas are below the allowable minus tolerance limit, they shall be brought to grade by filling with material similar to the adjacent material and well compacted with no additional compensation to be allowed to the Contractor for any extra materials thus required.

3.02 FILTER CLOTH

Provide Mirafi 140-N filter fabric under riprap, or equal. Fabric to be installed per Standard Erosion Control Details with anchor trenches, overlaps and staples.

3.03 BEDDING BLANKET.

To be six inches (6") thick placed on top of prepared slope and under riprap where called for on Drawings.

<u>Sieve Measure</u>	<u>% By Weight Passing Square Mesh Sieves</u>
3"	100
3/4"	20 - 90
#4	0 - 20
#200	0 - 3

3.04 RIPRAP PLACEMENT

Stone for riprap will be placed on the prepared slope in such a manner as to produce a reasonably well-graded mass of rock with the minimum practicable percentage of voids, and will be constructed within tolerances specified herein and to the slopes, lines and grades shown on the Drawings or as otherwise approved by Engineer in the field.

A tolerance of plus or minus three inches (3") from the slope lines and grades shown on the Drawings shall be allowed in the finished surface of the riprap. Placement of stones at the outlet of drainage structures shall allow positive flow in the direction intended with no stone placed to constrict or reduce flows (also see Section 506.03).

Riprap will be placed to its full course of thickness in one operation. The placing shall progress upwards on the slopes. The riprap will be carefully placed on the prepared slope in such a manner that adjacent stones are in close contact and, in general, have their greatest dimensions across or perpendicular to the slope. Through stones will be well distributed throughout the mass.

As used herein, a "through stone" is defined as a stone whose dimension as normal to the surface being riprapped is not less than the full depth of riprap. The finished riprap will be free from objectionable pockets of small stone clusters of larger stones. Placing riprap in layers will not be permitted.

END OF SECTION

SECTION 02520**DRAINAGE PIPE****PART 1 GENERAL****1.01 SCOPE**

- A. Work under this section includes furnishing, installing, cleaning and testing drainage pipe (including culverts) underdrains, trench drains, bands, collars, inlet section, outlet sections and all other items appurtenant to drainage pipe.

1.02 RELATED WORK SPECIFIED ELSEWHERE.

Section 02200 - Excavation and Embankment
Section 02201 - Excavation and Backfill For Structures
Section 02222 - Embedment and Base Course Aggregate

1.03 REFERENCE STANDARDS.

Colorado State Department of Transportation Standards
Specifications for Road and Bridge Construction Section 707 and M-Standards

1.04 SUBMITTALS

Product data including catalogue cut sheets and descriptive literature.

1.05 PROTECTION OF WORK

All pipe and appurtenances shall be carefully handled, stored and protected in such a manner as to prevent damage to materials and protective coatings and linings. At no time shall such materials be dropped or dumped into trench.

Precaution shall be taken to prevent foreign matter from entering the pipe and appurtenances prior to and during installation. Place no debris, tools, clothing or other materials in the pipe during installation.

PART 2 MATERIALS

This item covers the types of material that will be required for the construction and installation of drainage pipe. All materials used shall be new and the best quality available. All material used shall be in accordance with applicable standards of the American National Standards Institute (ANSI), the American Standards Association (ASA), the American Society of Testing and Materials (ASTM) and the American Association of State Highway Transportation Officials (AASHTO).

2.01 CORRUGATED GALVANIZED STEEL PIPE AND PIPE ARCHES.

- A. Pipe and Bands
1. Conform to Section 707.02 and applicable section of AASHTO M-36.

2. Size, length and shape as shown on Drawings.
3. Corrugations to be 2-2/3" x 1/2" or 3" x 1" unless shown otherwise.
4. Gauge to be minimum 16 gauge (.064").
5. Bands to be "Hugger" type with forged steel bars secured to connecting bar with tension straps.
6. Gasket use rubber O-ring, two for each joint.
7. Pipe seams shall be continuous weld type.

B. End Sections

1. Conform to M-603-CA.

2.02 CORRUGATED ALUMINUM PIPE.

A. Pipe and Bands.

1. Conform to Section 707.06 and AASHTO M-196.
2. Size, length and shape as shown on Drawings.
3. Corrugations to be 2-2/3" x 1/2" unless shown otherwise.
4. Thickness to be minimum 0.060".
5. Bands to be "Hugger" type with forged steel bars secured to connecting bar with tension straps.
6. Gasket use rubber O-ring, two for each joint.
7. Pipe seams shall be continuous weld type.

B. End Sections.

1. Conform to M-603-CA.

2.03 CORRUGATED POLYETHYLENE PIPE.

A. Pipe, bands and fittings.

1. Conform to the following applicable specifications:
 ASTM F405, standard specification for corrugated polyethylene tubing and fittings.
 ASTM F667, standard specifications for large diameter corrugated polyethylene tubing and fittings.
 AASHTO M252, standard specification for polyethylene corrugated drainage tubing.
2. Size, length and shape as shown on Drawings.
3. Provide perforated tubing in locations shown on Drawings and in accordance with these Specifications.
4. Couplings shall be screw-on type or as approved.
5. Perforation Dimensional Requirements:

Nominal I.D. Inch	Number of Perforations Per Foot	Maximum Width (inch)	Maximum Length (inch)	Inlet Area Minimum Sq.in./ft.
4	106	0.125	1.25	1.0
6	106	0.125	1.50	1.0
8	18	0.125	1.50	1.0
10	12	0.125	1.75	1.0
12	36	0.125	1.75	1.0

2.04 SMOOTH INTERIOR CORRUGATED POLYETHYLENE PIPE.

- A. Pipe. This specification applies to high-density polyethylene corrugated pipe with an integrally formed smooth waterway. (Hancor Hi-Q or ADS N-12).

Nominal Sizes: 4" to 10" diameter
 12" to 60" diameter (AASHTO M259, Type S)

Pipe to have a full circular cross-section, with an outer corrugated pipe wall and an essentially smooth inner wall (waterway). Corrugations for sizes listed may be either annular or spiral. Corrugation type must compliment the bands and fittings supplied with the pipe.

Pipe manufactured for this specification shall comply with the requirements for test methods, dimensions, and markings found in AASHTO Designations M252 and M294.

Pipe and fittings shall be made from virgin PE compounds which conform with the requirements of cell class 324420C as defined and described in ASTM D3350.

Minimum parallel plate stiffness values when tested in accordance with ASTM D2412 shall be as follows:

<u>Diameter</u>	<u>Pipe Stiffness</u>	<u>Diameter</u>	<u>Pipe Stiffness</u>
4"	50 psi	18"	40 psi
6"	50 psi	24"	34 psi
8"	50 psi	30"	28 psi
10"	50 psi	36"	22psi
12"	50 psi	42"	19 psi
15"	42 psi	48"	17psi

- B. Fittings.

The fittings shall not reduce or impair the overall integrity or function of the pipe. Fittings may be either molded or fabricated. Common corrugated fittings include inline joint fittings, such as couplers and reducers, and branch or complimentary assembly fittings such as tees, wyes, and end caps. These fittings may be installed by various methods, such as snap-on, screw-on, bell and spigot, and wrap around. Couplings shall provide sufficient longitudinal strength to preserve pipe alignment and prevent separation at the joints. Only fittings supplied or recommended by the pipe manufacturer shall be used. Where designated on the plans, a neoprene or rubber gasket shall be supplied.

- C. Installation.

Installation of the pipe specified above shall be in accordance with ASTM Recommended Practice D2321 as covered elsewhere in these specifications.

2.05 PERFORATED ASTM 2729 LEACH FIELD PIPE.

- A. Pipe couplings and fittings.
 - 1. Conform to requirements of ASTM 2729.
 - 2. Size, length and shape as shown on the Drawings.

2.06 FILTER WRAPPED POLYETHYLENE PIPE.

- A. Pipe and bands.
 - 1. Conform to Section 2.03 above.
- B. Filter material.
 - 1. Conform to properties equal to or better than those found with Mirafi 140N drainage fabric.
 - 2. Size, length and location as shown on Drawings.

PART 3 METHODS AND PROCEDURES

3.01 CLEANING AND INSPECTION

Clean all pipe and appurtenances thoroughly of all foreign material and inspect for cracks, flaws or other defects prior to installation. Mark all defective, damaged or unsound materials with bright marking crayon or paint and remove from job site.

3.02 PIPE INSTALLATION

Pipe shall be laid in straight sections except as noted on the plans. Jointing of the pipe shall be made in accordance with the directions of the manufacturer of the pipe and the manufacturer of the coupling and shall have rubber gaskets or joint sealing compound as approved. All pipe to be installed with minimum cover of 12 inches.

3.03 PIPE EMBEDMENT

Pipe shall be embedded according to applicable details on the Drawings.

3.04 METAL APRON ENDWALLS

Metal apron endwalls (end sections) shall be constructed at the ends of all drainage pipe as shown on the plans. All entrance endwalls shall have toe plates. Excavation for endwalls shall be such that the endwall rests on undisturbed soil in its final position. Excavation for toe plates shall be such that the inside of the toe plate rests on undisturbed soil in its final position. Backfill shall be done as in Part 3.03 of this section.

PART 4 QUALITY CONTROL - FIELD

4.01 INSPECTION AND TESTING

Inspection and testing to be performed at direction of the Engineer. Contractor to cooperate fully with all testing procedures.

Any pipe section which has been damaged in any way which, in the opinion of the Engineer, may affect the structural integrity of the pipe or reduce the expected corrosion resistance of the pipe, shall be removed and replaced. At the option of the Engineer, re-coating of minor

dents and deformities with an approved fluid applied galvanized material may be allowed.

END OF SECTION

SECTION 02612
HOT BITUMINOUS PAVING

PART 1 GENERAL

1.01 Scope

Work to be performed under this section shall include all labor, equipment, materials and miscellaneous items necessary to furnish and install one or more courses of bituminous mixture constructed on a prepared surface in accordance with the Specifications or as shown on the Drawings. The finished product shall be in close conformity with the lines, grades, thickness, and typical cross sections shown on the Drawings or as established in the field.

1.02 RELATED WORK SPECIFIED ELSEWHERE

Section 02222 - Embedment and Base Course Aggregate

1.03 REFERENCE STANDARDS

All work is to be performed in accordance with Section 4.

1.04 SUBMITTALS.

- A. Mix Design. Provide complete mix design by independent testing laboratory, including certifications of all material compliance.
- B. Prime Coat. Certification of material.
- C. Tack Coat. Certification of material.

1.05 COORDINATION

It shall be the responsibility of the Contractor under this section to coordinate this work with all other trades involved in the project. No paving work shall be started until the work of others has progressed to a point that a definable area can be paved; patching, blending, butting, etc. of work under this section will not be allowed except as required as part of the normal paving operation.

PART 2 MATERIALS

2.01 COMPOSITION OF MIXTURE. REFERENCE SECTION 4.0

- A. Use Grading SX (Reference Section 703.04); aggregate gradation per Table 703-3.
- B. Asphalt Cement to be PG 58-22.
- C. The design mix for Hot Bituminous Pavement shall conform to the following:

Marshall Design -- 50 blow	
Marshall Stability	1200 (min.)
Flow, 0.01"	8-16
Air Void in Mix	3-5
VMA, % min.	See Table 403-2
Grade of Asphalt Cement	PG 58-22
Accelerated Moisture Susceptibility Tensile Strength (Lottman)	See Table 401-2
Voids filled with Asphalt	65-78

TABLE 403-2

Nominal Maximum Size*		Design Air Voids**		
Inches	(mm)	3.0%	4.0%	5.0%
3/4	19.0	12.0	13.0	14.0
1/2	12.5	13.0	14.0	15.0
3/8	9.5	14.0	15.0	16.0

* The nominal size is defined as one sieve larger than the first sieve to retain more than 10%.

** Minimum VMA must pass at 4% design air voids.

The Contractor shall prepare a quality control plan outlining the steps to be taken to minimize segregation of HBP. This plan shall be submitted to the Engineer prior to beginning the paving operations. When the Engineer determines that segregation is unacceptable, the paving shall stop and the cause of segregation corrected before paving operations will be allowed to resume.

- D. Contractor to provide to the Engineer, a job mix composition meeting this section. Submittal shall include testing results sufficient to show compliance. Testing shall be under the certification of an independent testing laboratory acceptable to the Engineer. The mix design shall have been completed within the preceding 12 months.
- E. Contractor may use an anti-stripping additive from the current CDOT approved list of additives.
- 2.02 PRIME COAT. REFERENCE SECTION 702.02.
 - A. Prime coat shall be MC-70 (ASTM D2026)
- 2.03 TACK COAT. REFERENCE SECTION 702.03.
 - A. Tack Coat to be SS-1h (ASTM D977) or CSS-1h (AASHTO M208).

2.04 PAVEMENT MARKING. REFERENCE SECTION 708.05

- A. Glass beads are required and shall conform to CDOT Standard Specifications for Road and Bridge Construction – Sections 106, 627, and 713.

PART 3 METHODS AND PROCEDURES

Reference Section 403.03 (further reference 401.07 through 401.20) and Section 407.04 through 407.08.

- A. Maximum compacted pavement depth per pass to be 3".
- B. Prime not required unless indicated on Drawings. Prepared base course or subgrade surfaces receiving pavement courses shall be primed at Contractor's expense if the surface has deteriorated, due to traffic, weather or time lapse between surface preparation and placement of bituminous materials, such that in the opinion of the Engineer, use of prime coat is required.
- C. Tack coat required between lifts, on all abutting old pavement surfaces and for overlays on existing pavements unless waived by Engineer. Application rate shall be 0.05 to 0.10 gallons per square yard diluted.

Dilution shall be one part tack emulsion to one part water.

All cut asphalt surfaces that are to butt new pavement sections shall be tacked with a liberal application of tack coat prior to paving.

3.01 COMPACTION

The plant mix bituminous pavement shall be compacted by rolling. The number, weight and type of rollers furnished shall be that which is sufficient to obtain the required density while the mixture is in a workable condition. Compaction shall begin immediately after the mixture is placed and be continuous until the required density is obtained. When the mixture surface temperature falls below 185 degrees F, no further compaction effort will be permitted unless approved.

All roller marks shall be removed with the finish rolling. Use of vibratory rollers with the vibrator on will not be permitted during surface course final rolling and will not be permitted on any rolling on bridge decks covered with waterproofing membrane.

Pavement shall be compacted to a density of 92 percent to 96 percent of the maximum theoretical density, determined according to AASHTO T209. Field density determinations will be made in accordance with Colorado Procedure 44 or 81.

Along forms, curbs, headers, walls and all other places not accessible to the rollers, the mixture shall be thoroughly compacted with mechanical tampers.

Any mixture that becomes loose and broken, mixed with dirt, or is in any way defective, shall be immediately removed and replaced with fresh hot mixture, and compacted to conform with the surrounding area.

3.02 SURFACE TOLERANCES Section 401.20.

The variations between any two contacts with the surface shall not exceed 3/16 inch in 10 feet. Irregularities exceeding the specified tolerance shall be corrected at the Contractor's expense. No skin patching will be allowed.

3.03 PAVEMENT MARKING REFERENCE Section 627.06.

Centerline marking shall be double yellow line, 4" wide each stripe. Parking stall marking shall be single white line, 4" wide stripe. Crosswalk marking shall be white panels, 12" wide by 8' long with 12" clear spacing the width of the roadway. Cross-hatching to be white, 8" wide, spaced at maximum 4' intervals. Symbols, letters and arrows to conform to 'Standard Alphabets for Highway Signs and Pavement Marking', adopted by the Federal Highway Administration.

PART 4 FIELD QUALITY CONTROL

4.01 INSPECTION AND TESTING

Inspection and testing to be performed at the direction of the Engineer. Contractor to cooperate fully with all persons engaged in testing.

4.02 DENSITY TESTING AND CONTROL

- A. See Section 3.01, Compaction, above.
- B. Field Testing. Testing for density during compaction operations to be done using nuclear density methods.
- C. Frequency of Testing. Minimum of one (1) test every 10,000 square feet or as directed by Engineer. Testing to be paid for by Owner.
- D. Retesting. In the event of failure to meet compaction criteria, Contractor shall re-compact and/or replace defective work at direction of Engineer. All retesting to be paid for by Contractor and to be performed by testing firm approved by the Engineer.

END OF SECTION

SECTION 02626**CONCRETE CURB AND GUTTER, SIDEWALK, CURBWALK AND DRIVEWAY****PART 1 GENERAL****1.01 SCOPE.**

This Work shall include furnishing all materials, labor, equipment and miscellaneous items necessary for the construction of concrete curb, gutter, sidewalk, sidewalk ramps, driveway or any combination thereof, all in accordance with these Specifications and in close conformity with the lines, grades, and typical sections as shown on the Construction Drawings or established in the field. Sidewalks and sidewalk ramps shall meet Federal ADA Accessibility Guidelines.

1.02 RELATED WORK

Specified Elsewhere.

Section 02222 - Embedment and Base Course Aggregate

1.03 REFERENCE STANDARDS.

Federal Standards for Accessible Design – Rules and Regulations Americans with Disabilities Act - Accessibility Guidelines

PART 2 MATERIALS

The materials shall conform to the requirements specified in the following:

Section 02222 - Embedment and Base Course Aggregate

2.01 JOINT FILLER.

Pre-molded, preformed conforming to AASHTO M213 to the full depth of the section.

2.02 STRUCTURAL CONCRETE

28-day compressive strength of 4,000 psi. See Section 03300 for complete Specification.

2.03 FIBERMESH

Fibermesh only to be used with approval from Town Engineer. Fibermesh additive at the rate of 1½ pounds/cubic yard shall be used with all concrete. Use shall be in accordance with manufacturer's recommendations.

PART 3 METHODS AND PROCEDURES

3.01 EXCAVATION

Excavation shall be made to the required depth and width to permit the installation and bracing of the forms. The foundations shall be shaped and compacted to a firm even surface conforming to the section shown on the Construction Drawings. Material determined to be unsuitable or non-compact by the Engineer will be removed and replaced.

3.02 FORMS

Forms shall be wood or metal and shall extend for the full depth of the concrete. All forms shall be straight, free from warp and of sufficient strength to resist the pressure of the concrete without springing. Bracing and staking of forms shall be such that the forms remain in alignment both horizontally and vertically until removal. Satisfactory slip forms may be used when approved. Use of curbing machine will be permitted providing line and grade tolerances can be met. Steel plates that can be shaped to the desired radius shall be used on all short radii. Open joints shall be formed with a steel separator plate conforming to the section being installed.

Oil and clean all forms prior to placement of concrete.

3.03 MIXING AND PLACING

The foundations shall be thoroughly moistened immediately prior to the placing of the concrete. Compaction of the concrete shall have thorough consolidation achieved by tamping, spading, vibrating or other acceptable methods. Forms shall be left in place until the concrete has set sufficiently to prevent deformation due to removal. Upon removal of the forms, the curb face shall be immediately finished to a uniform surface. In the case of matching existing concrete finishes, an approved method shall be used.

3.04 FINISHING

The surface shall be floated with a wood or magnesium float and given a broom finish. No plastering of the surface will be permitted. All outside edges of slabs and joints shall be rounded to a ¼ inch radius. Broom marks to be perpendicular to traffic or pedestrian flow for installation of sidewalk or concrete flatwork. Broom marks to be parallel to traffic flow for installation of curb and gutter.

3.05 JOINTS.

Expansion joints shall be made using ½" pre-molded expansion joint. Construction joints, using ½" pre-molded joint filler, shall be placed at the end of a day's run or during a day's work if there is more than a 30 minute delay in concrete delivery.

Construction joints shall be formed around all appurtenances such as manholes,

utility poles, adjacent structures, etc., extending into or abutting the Work. Pre-molded expansion joint filler ¼" thick shall be installed in these joints. Expansion joint filler shall be installed between concrete sidewalks and any fixed structure.

Dummy joints (contraction joints) shall be made by a forming tool to a depth of ¼ of the section with a width of ⅛" to ¼". Open joints shall be made with a separator plate, ⅛" to ¼" in width. Dummy joints in lieu of open joints will be permitted with use of curbing machine.

Joint spacing shall be located as follows:

- A. Expansion joints: Every 100' on center; at end of corner radius; at driveway sections; as shown on Construction Drawings.
- B. Construction joints: As required during construction; at appurtenances and structures through or abutting Work.
- C. Dummy or open joints: Every 10' on center for curb and gutter and curbwalk; equal to width of sidewalk for sidewalk; as shown on Construction Drawings.

3.06 CURING

Immediately upon completion of the finishing, concrete shall be moistened and kept moist for a minimum of 72 hours. In lieu of wetting, use of a membrane curing compound, at the direction of the Engineer, will be permitted.

3.07 BACKFILLING.

After the concrete has set sufficiently, the areas behind the curb shall be backfilled to the required elevations and shall be thoroughly compacted in accordance with Section 02200 - Earthwork.

PART 4 FIELD QUALITY CONTROL

4.01 TOLERANCES

All vertical surfaces shall not vary more than ¼" in 10' in the horizontal direction. Surface deviation shall not exceed ¼" when measured with a 16' straight edge.

4.02 CONCRETE STRENGTH.

The Geo-technical Engineer may take field samples for purposes of testing concrete strength. All substandard strength concrete shall be removed and replaced at Contractor's expense.

END OF SECTION

SECTION 02720

METAL GUARDRAIL

PART 1 GENERAL

1.01 SCOPE

Work under this section shall consist of furnishing all materials, labor, equipment and miscellaneous items necessary to furnish and install metal guardrail as shown on the Drawings.

1.02 REFERENCE STANDARDS

All Work and materials shall be in compliance with applicable standards of the Colorado Department of Transportation.

PART 2 MATERIALS

2.01 GENERAL

All materials shall conform to M-606-2, Guardrail for Local Roads and Type 3 Bridge Rail, CDOT Design and Construction of Bridges and Roads.

2.02 "W" BEAM RAIL

The types of guardrail are designated as follows:
Type 3 Guardrail "W" Beam

The rail elements shall be corrugated sheet steel beams conforming to the requirements of AASHTO M 180 of the designated class and type. The beams and metal offset devices shall be galvanized.

2.03 GUARDRAIL POSTS

Railing posts shall be of wood.

- A. Wood posts shall be fabricated from an approved or specified timber species and shall be of the quality, diameter or section, and length as specified or as shown on the Drawings. When treated posts are specified, they shall be fabricated or framed before treatment. Timber preservatives shall conform to the requirements of AASHTO M 133. Preservative treatment shall conform to the requirements for "Preservative Treatments for Timber" of the AASHTO Standard Specifications for Highway Bridges.

2.04 GUARDRAIL HARDWARE

Splices and end connections shall be of the type and design specified or shown on the Drawings, and shall be of such strength as to develop the full design strength of the rail elements.

End anchor rods and accessories shall be as specified or as shown on the Drawings and shall

be of such size and strength as to develop the full design strength of the rail elements.

Bolts, nuts and washers shall be galvanized in accordance with AASHTO M 232, Class 6, or AASHTO M 298, Class 50, Type 1. All other fittings shall be galvanized in accordance with AASHTO M 111. Bolts, Nuts and washers for corrosion resistant guardrail shall be of corrosion resistant material and conform to or exceed the requirements of ASTM A 307.

2.05 STRUCTURAL STEEL

Steel shall be of the self-rusting type or "Corten".

2.06. PAINTING SYSTEM

Not Applicable

PART 3 METHODS AND PROCEDURES

3.01 POST AND RAIL ELEMENTS.

- A. Posts shall be set firm and aligned with a tolerance of $\pm 1/4$ " from plumb, grades and lines as staked. All fittings and metal plates shall be placed securely in position to conform to designated dimensions and requirements.

Posts shall be set as required in Drawings by one of the following methods:

1. Driven in place.
2. Set in dug holes.
3. Set in concrete base.
4. Posts on bridges shall be as shown on Drawings.

Driving of posts shall be accomplished with approved methods and equipment that will leave the posts in their final position free from any distortion, burring or any other damage.

Excavated post holes shall have a firm bottom and be backfilled with acceptable material placed in layers and thoroughly compacted.

When required, posts shall be spliced with breakaway plates as shown on the Drawings.

Dissimilar metal-to-metal or aluminum-to-concrete posts or rail installations shall have contact surfaces separated by an approved protective coating.

Wood posts cut in the field shall have the cut surfaces protected with two coats of hot creosote or a 5% pentachlorophenol-in-oil solution. When the cut surface is above ground, the treating solution to be used shall be the same type as was used in the original treatment.

- B. Rail elements shall be erected in a manner resulting in a smooth, continuous installation. All bolts in the finished rail shall be drawn tight. Bolts shall be of sufficient length to extend beyond the nuts. Rail shall be shop bent for installations on horizontal curves having a radius of 150 feet or less.

3.02 PAINTING. Not applicable.

PART 4 FIELD QUALITY CONTROL

4.01 INSPECTION AND TESTING

Inspection and testing to be performed at the direction of the Engineer. Contractor to cooperate fully with all persons engaged in testing.

PART 5 MEASUREMENTS AND BASIS OF PAYMENT

See Bid Schedule

END OF SECTION

SECTION 02751**UNDERGROUND SPRINKLER SYSTEM****PART 1 GENERAL****1.01 SCOPE**

Work to be performed under this section shall include all labor, materials, and equipment required to complete underground sprinkler system.

1.02 RELATED WORK SPECIFIED ELSEWHERE

Section 02830 - Trees, Plants and Ground Cover
Section 02821 - Revegetation - Seeding, Sodding & Hydroseeding

1.03 QUALITY ASSURANCE

Installer shall have satisfactorily installed acceptable underground sprinkler systems on at least three other comparable projects.

1.04 SUBMITTALS**A. Shop Drawings****B. Design:**

Any deviations in layout (equipment usage or trenching) from the proposed sprinkler design must be approved by the Engineer prior to construction. Submit three (3) copies of any design deviation for approval by Engineer before commencing any Work. Design shall be based on head, valve, and piping locations provided as shown. Sleeving to accommodate sprinkler pipe shall be installed prior to paving operation as set forth herein and as indicated on the Drawings. Zones and stationing shall conform to those indicated on the Drawings. Contractor shall determine water pressure at supply line for system pressure availability. Minimum water coverage for planted area shall be 85%.

C. Operation and Maintenance Date:

Submit written operating instruction including winterization procedures. Submit a controller programming schedule indicating length of time each zone is to be operated. Coordinate controller/watering operations with Owner's maintenance personnel.

D. Maintenance Materials: In addition to installed systems, provide Owner with:

1. Two sprinkler heads of each size and type.
2. Two valve keys for operating manual valves (two drain valve keys two gate valve keys).
3. Two keys for each type of valve cover.
4. Two wrenches for removing and installing each type of head.

1.05 DELIVERY, STORAGE AND HANDLING

Prevent damage to system components during loading, transporting and unloading. Deliver all components in original containers and store in a clean, dry location.

1.06 Warranty.

Warrant irrigation system for a period of two (2) years after completion and acceptance of all work against material defects and craftsmanship. The warranty shall be for 100% of the installed price. This warranty does not cover any defects resulting from neglect by Owner, abuse or damage by others, or unusual phenomena or incidents which are beyond the irrigation system installer's control.

1.07 RECORD DRAWINGS

Contract set of drawings for all phases of the work shall be maintained at the site, with all changes or deviations from the original drawings marked thereon in contrasting color. This shall be a separate set of drawings, not used for construction purposes, which will be kept up to date as the job progresses and be made available to the Engineer for inspection at all times. the sprinkler contractor shall revise his drawings to indicate all changes made during installation. Upon completion of the work, three sets of revised prints shall be delivered to the Owner.

PART 2 MATERIALS

2.01 PIPE AND PIPE FITTINGS.

- A. Pressure Pipe: PVC Class 200 for all pressure pipe.
- B. Conduit Pipe (downstream from circuit valves): Conform to Commercial Standard 80 NSF Polyethylene Pipe.
- C. Pipe Fittings: For PVC plastic pipe, ASTM D2466 socket fittings with ASTM A 2564 solvent cement.
- D. Sleeving: Class 160 PVC with primed and solvent (gray blue) welded joints.

2.02 VALVES AND VALVE BOXES.

- A. Valves: Electric automatic valves.
- B. Strainers: Y strainers on each valve.
- C. Backflow Preventer: Provide anti-siphon device to meet local code.
- D. Valve Box: Plastic
- E. Valve Cover and Frame: Plastic with provision for locking.

2.03 SPRINKLER HEADS

Manufacturer's standard unit designed to provide uniform coverage over entire area of spray shown on drawings at available water pressure, as follows:

- A. Pop-up Spray (PUSp): Fixed pattern with screw-type flow adjustment.
- B. Flush Surface (FLSrf): Fixed pattern with screw-type flow adjustment.

- C. Shrubbery (Shrub): Fixed pattern with screw-type flow adjustment.

2.04 DRAINAGE BACKFILL

Cleaned gravel or crushed stone, graded from 3" maximum to 3/4" minimum.

- A. General: Furnish a low voltage system manufactured expressly for control of automatic circuit valves of landscape irrigation systems. Provide unit capacity to suit number of circuits as indicated. Wall-mount station controller.
- B. Transformer: To convert building service voltage to control voltage of 24 volts.
- C. Circuit Control: Each circuit variable from approximately 5 to 60 minutes. Include switch for manual or automatic operation of each circuit.
- D. Timing Device: Adjustable, 24 hour and 7 to 14 day, clocks to operate any time of day and skip any day in a 7 day or 14 day period. Allow for manual or semi-automatic operation without disturbing present automatic operation.
- E. Wire: Size must meet local codes and be in accordance with manufacturer's recommendations.

PART 3 METHODS AND PROCEDURES

3.01 INSPECTION

Installer must examine the areas and conditions under which landscape irrigation system is to be installed and notify the General Contractor in writing of conditions detrimental to the proper and timely completion of the work. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to the installer.

3.02 TRENCHING AND BACKFILL.

- A. Excavation: All pipelines shall be installed in open cut trenches (machine trenched where accessible, otherwise manually excavated). The width of the trench in the pipe will be placed shall be sufficient to allow thorough tamping of suitable backfill material under and over the pipe. Boring will be permitted only where the pipe must pass under an existing obstruction which cannot be removed. In backfilling the bore, the final density of the backfill must match that of the surrounding soil. All other under pavement pipe laying shall be installed in sleeving material prior to placement of flatwork or other obstructions. Any trench deeper than 6' shall be adequately shored and/or braced for safety considerations. Trenches shall be dug to depths outlined under pipe and wire depth and shall be compacted by tamping to a minimum density of 95% Standard Proctor. No after-settling shall occur when finish grade has been re-established. (Verify established finished grades in planter areas before proceeding with the pipe installation).

The Contractor shall be responsible for investigating the type of soil and conditions in which these lines are to be installed and shall allow for same in his proposal. No extra will be allowed due to difficulty in trenching.

- B. Backfilling: Puddling or jetting compaction will not be allowed. Hand or machine tamp trenches are required for compaction.

Excavated trenching material will generally be considered satisfactory for backfill purposes. All backfill material shall be free from rubbish, vegetative matter, frozen materials, or stones larger than 2" in maximum dimension. Any material not suitable for backfill shall be hauled away.

Backfill shall not be done in freezing weather except with written approval from the Engineer.

- C. Pipe and Wiring Depth:
1. Mainline Pressure Piping: 36" from top of pipe.
 2. Lateral Lines: 15" from top of pipe.
 3. Control Wiring: 36" from finish grade along mainline pipe.

3.03 INSTALLATION.

- A. General: Unless otherwise indicated, comply with requirements of the Uniform Plumbing Code.
- B. Backflow Preventer: Provide unions on upstream or downstream sides. Only two types of devices will be acceptable; the reduced pressure device or the pressure vacuum breaker device. The pressure vacuum breaker device will only be allowed if it can be mounted a minimum of twelve inches (12") above the highest discharge point on the system. If this cannot be done, a reduced pressure device will be used. A minimum of twelve inches (12") clearance above the floor or grade will be maintained to ensure an air gap between the device and any water discharged. Care shall be taken to ensure proper drainage from backflow device. In no case shall the device be allowed to be submerged.
- C. Circuit Valves: Install in valve box, arranged for easy adjustment and removal. Provide union on downstream side.

Adjust automatic control valves to provide flow rate of rated operating pressure required for each sprinkler circuit.

- D. Piping: Lay pipe on solid subbase, uniformly sloped without humps or depressions.

For circuit piping, slope to drain valve at least ½" in 10' of run.

Install PVC pipe in dry weather when temperature is above 40°F in strict accordance with manufacturer's instructions. Allow joints to cure at least 24 hours at temperatures above 40 degrees F before testing, unless otherwise recommended by manufacturer.

- E. Drain Pockets: Excavate to size indicated. Backfill with acceptable drain material to 12" below grade. Cover drain material with a sheet of 30 lb. asphalt saturated felt and backfill remainder with excavated material.
- F. Sprinkler Heads: Flush circuit lines with full head of water and install heads after hydrostatic test is completed.

Install lawn heads at manufacturer's recommended heights.

Install shrubbery heads at heights indicated. Locate part-circle heads to maintain a minimum distance of 4" from walls and 2" from other boundaries, unless otherwise indicated.

- G. Sleeves Under Pavement: Install 3" PVC for sleeving under all paved areas in which the irrigation system crosses.

PART 4 QUALITY CONTROL

- A. General: Notify Owner in writing when testing will be conducted. Conduct test in the presence of Owner.
- B. Hydrostatic Test: Test water piping and valves, before backfilling trenches, to a hydrostatic pressure of not less than 100 psi for 3 hours, unless otherwise indicated. Piping may be tested in sections to expedite the work. Remove and repair piping, connections, valves which do not pass the hydrostatic testing.
- C. Operational Testing: Perform operational testing after hydrostatic testing.

Demonstrate to the Owner that the system meets coverage requirements and that automatic controls function properly.

Coverage requirements are based on operations of one circuit at a time.

END OF SECTION

SECTION 02821**REVEGETATION - SEEDING, SODDING, HYDROSEEDING****PART 1 GENERAL**

1.01 Scope

- A. Furnish labor, materials, equipment and services to complete the following work which shall include but not necessarily be limited to:
1. Soil Preparation and Scarification
 2. Topsoil Placement
 3. Seeding, hydroseeding or sodding
 4. Fertilizing
 5. Mulching
 6. Installing erosion blanket
 7. Maintaining areas

1.02 RELATED WORK SPECIFIED ELSEWHERE

Section 02200 - Excavation and Embankment

Section 02201 - Excavation and Backfill for Structures

1.03 SUBMITTALS:

- B. Seed mixture certifications stating botanical & common name, percentage by weight, and percentage of purity, germination, and weed seed of each grass species.
- C. Certification for mulch as "weed free".
- D. Certificates of compliance for fertilizer and tackifier.

PART 2 MATERIALS

2.01 SEED MIX

Seed shall be at least 95% pure and shall have a minimum germination percentage of 85%. Seed shall be furnished separately or in mixtures in standard containers with the same seed name, lot number, net weight, percentages of purity and of germination and hard seed, and percentage of maximum weed seed content clearly marked for each kind of seed. The Contractor shall furnish the Engineer duplicate signed copies of a statement by the vendor certifying that each lot of seed has been tested by a recognized laboratory for seed testing within 6 months of date of delivery. This statement shall include: Name and address of laboratory, date of test, lot number of each kind of seed, and the results of tests as to name, percentage of weed content for each kind of seed furnished, and in case of a mixture, the proportions of each kind of seed.

A. Recommended Dryland Seed Mix % of Total/
(below 9000 feet) 1000 Sq. Ft.

Western Wheat Grass/Slender Wheat Grass (50% split or as available)	50%
Green Needle Grass	6¼%
Candy or Upland Bluegrass	3¼%
Hard Fescue	9½%
Creeping Red Fescue	9½%
Kentucky Bluegrass "Troy"	9%
Lupine (Wildflower substitutes are acceptable)	12½%
Globe Mallow	
Scarlet Gilia	
Flax	
Aspen Daisy	

B. Recommended Seed Mixture
(9,000-10,500 feet)

Lincoln Smooth Brome	25%
Orchard Grass (Pot Omac)	20%
Nord Crest Wheat	20%
Slender Wheat Grass	20%
Russian Wild Rye	15%

C. Recommended Seed Mixture
(10,500 feet and above)

Kentucky Blue Grass	25%
Timothy	25%
Chewing Fescue	10%
Pennlawn Red Fescue	10%
Meadow Foxtail	10%
Manchar Smooth Brome	10%
Alsike Clover	10%

Note: As an addition to the basic above, add oats, barley or winter wheat as a seasonal cover crop.

2.02 FERTILIZER

Fertilize all seeded areas with a commercial type 15-40-5 mixture of similar ratio. Fertilizer shall be standard commercial fertilizers supplied separately or in mixtures containing the percentages of total nitrogen, available phosphoric acid, and water-soluble potash. They shall be applied at the rate specified in these Specifications and shall meet the specified requirements of the applicable Federal and State laws. They shall be furnished in standard containers with name, weight and guaranteed analysis of contents clearly marked thereon. No cyanamide compounds or hydrated lime shall be permitted in mixed fertilizers.

2.03 TOPSOIL

Material stripped from site consisting of loose friable loam reasonably free of admixtures of subsoil, refuse, stumps, rocks, brush, weeds or other material detrimental to proper development of vegetative growth. Topsoil shall be a minimum depth of four inches (4").

2.04 STRAW MULCH

Mulch all seeded and hydroseeded areas with straw mulch. Material for straw mulching shall consist of straw or oats, barley, wheat or rye and shall be certified as weed free. A copy of the certification shall be submitted to the Engineer prior to placement of any materials. Clean field hay may be substituted for straw when approved by the Engineer. Straw or hay in such an advanced stage of decomposition as to smother or retard the normal growth of grass will not be accepted.

2.05 TACIFIER

Straw mulch shall be secured by TerraTack or approved equal.

2.06 EROSION BLANKET

Erosion Blanket shall be as specified on Drawings. The blanket shall be smolder resistant, not toxic to vegetation or germination of seed and shall not be toxic or injurious to humans.

PART 3 EXECUTION

3.01 TIME OF YEAR TO SEED AND HYDROSEED.

Spring Seeding

Spring thaw to July 1st

Fall Seeding

Oct. 15th until consistent ground freeze

- A. "Spring thaw" shall be defined as the earliest date in a new calendar year in which seed can be buried ½-inch into the surface soil (topsoil) through normal drill seeding methods.
- B. "Consistent ground freeze" shall be defined as that time during the fall months in which the surface soil (topsoil) due to freeze conditions, prevents burying the seed ½-inch through normal drill seeding operations. At no time shall seed be sown, drilled or otherwise planted when the surface soil or topsoil is in a frozen or crusted state.
- C. Seeding at any time other than within the above seasons shall be allowed only when the Contractor submits a written request for permission to do so and permission is granted. In the request, the Contractor must agree to apply the specified seed at a rate of not less than 25 percent greater per unit area than the rates specified for use within the seeding season. The additional materials shall be furnished and placed at the Contractor's expense. The Contractor must also agree to reseed, re-mulch and repair any areas seeded out-of-season which fail to wind, erosion, lack of germination and/or disturbance by the Contractor.
- D. Where out-of-season seeding is ordered, the cost of additional material, if required, will be paid for, and in this event, the Contractor will not be held responsible for damage or failure beyond his control due to out-of-season seeding.

3.02 TOPSOIL EXCAVATION

Remove all sod, topsoil, organic earth, stockpile topsoil as designated on Drawings or as directed by Engineer.

3.03 TOPSOIL PLACEMENT

- A. General: When job site has been shaped and ready for placement of topsoil, cover all cut-fill areas and construction scars with topsoil to depth of 6". Contour all surfaces to approximate grade and blend with existing adjacent terrain in accordance with detail drawings.
- B. Slope Rounding: Round top and bottom of slopes and feather into undisturbed natural terrain. Avoid abrupt grade changes, making smooth transitions from slopes to more level areas.
- C. Slope Molding: Avoid long continuous slope faces by molding face of slope to accent existing adjacent terrain. Steepened slope faces near ridges and bluffs, laid back to link to natural draws, creating an undulating face.
- D. Surface Roughing: Gouge slope surfaces of 2:1 or steeper with horizontal ridges and trenches to depth of 6" minimum, creating roughened surface to lessen erosion, improve moisture percolation and soil layer binding. Trenches or ridges shall not be longer than 30' to prevent water accumulation and flowing water to cause rivulets.

3.04 PREPARATION FOR PLANTING OF LAWNS

- A. Grade lawn areas to smooth, even surface with loose, uniformly fine texture. Roll and rake and remove ridges and fill depressions as required to meet finish grades. Limit fine grading to areas which can be planted immediately after grading.
- B. Moisten prepared lawn areas before planting if soil is dry. Water thoroughly and allow surface moisture to dry before planting lawns. Do not create a muddy soil condition.
- C. Restore lawn areas to specified condition if eroded or otherwise disturbed after fine grading and prior to planting.
- D. Preparation of Unchanged Grades. Where lawns are to be planted in areas that have not been altered or disturbed by excavating, grading, or stripping operations, prepare soil for lawn planting as follows: Till to a depth of not less than six inches, apply soil amendments and initial fertilizers as specified; remove high areas and fill depressions; till soils to a homogeneous mixture of fine texture free of lumps, cods, stones, roots and other extraneous matter.

3.05 FERTILIZING. APPLY FERTILIZER AT THE RATE OF 100 LBS. PER ACRE.

3.06 SEEDING AND SODDING

- A. Hydroseeding
 - 1. Seed and fertilizer shall be applied by spraying them on slopes of 3:1 or greater gradient in the form of an aqueous mixture and by using the methods and equipment described herein.

2. Spraying Equipment. The spraying equipment shall have a container or water tank equipped with a liquid level gauge calibrated to read in increments not larger than 50 gallons over the entire range of the tank capacity, mounted so as to be visible to the nozzle operator. The container or tank shall also be equipped with a mechanical power-driven agitator capable of keeping all the solids in the mixture in complete suspension at all times until used.

The unit shall also be equipped with a pressure pump capable of delivering 100 gallons per minute at a pressure of 100 pounds per square inch. The pump shall be mounted in a line which will recirculate the mixture through the tank whenever it is not being sprayed from the nozzle. All pump passages and pipelines shall be capable of providing clearance for 5/8" solids. The power unit for the pump and agitator shall have controls mounted so as to be accessible to the nozzle operator. There shall be an indicating pressure gauge connected and mounted immediately at the back of the nozzle.

The nozzle pipe shall be mounted on an elevated supported stand in such a manner that it can be rotated through 360° horizontally and inclined vertically from at least 20° below to at least 60° above the horizontal.

There shall be a quick-acting, three-way control valve connecting the recirculating line to the nozzle pipe and mounted so that the nozzle operator can control and regulate the amount of flow of mixture delivered to the nozzle. At least three different types of nozzles shall be supplied so that mixtures may be properly sprayed over a distance varying from 20 feet to 100 feet. One shall be a close-range jet nozzle. For case of removal and cleaning, all nozzles shall be connected to the nozzle pipe by means of quick-release couplings.

In order to reach areas inaccessible to the regular equipment, an extension hose at least 50 feet in length shall be provided to which the nozzles may be connected

3. Mixtures. Seed and fertilizer shall be mixed together in the relative proportions specified, but not more than a total of 220 pounds of these combined solids shall be added to and mixed with each 100 gallons of water.

All water used shall be obtained from fresh water sources and shall be free from injurious chemicals and other toxic substances harmful to plant life. Brackish water shall not be used at any time. The Contractor shall identify to the Engineer all sources of water at least 2 weeks prior to use. The Engineer may take samples of the water at the source or from the tank at any time and have a laboratory test the samples for chemical and saline content. The Contractor shall not use any water from any source which is determined to be unsuitable by the Engineer following such tests.

All mixtures shall be constantly agitated from the time they are mixed until they are finally applied to the seedbed. All such mixtures shall be used within 2 hours from the time they were mixed or they shall be wasted and disposed of at locations acceptable to the Engineer.

Mixtures of seed and fertilizer shall only be sprayed upon previously prepared seedbeds. The mixture shall be applied by means of a high-pressure spray, which shall always be directed upward into the air so that the mixtures will fall to the ground

like rain in a uniform spray. Nozzles or sprays shall never be directed toward the ground in such a manner as might produce erosion or runoff.

Particular care shall be exercised to ensure that the application is made uniformly and at the prescribed rate and to guard against misses and overlapped areas. Proper predetermined quantities of the mixture in accordance with Specifications shall be used to cover specified sections of known area. Checks on the rate and uniformity of application may be made by observing the degree of wetting of the ground or by distributing test sheets of paper or pans over the area at intervals and observing the quantity of material deposited thereon.

Seeding shall be at 1.5 lbs. per 1000 sq. ft. or 65 lbs. per acre.

B. Dryland Seeding

1. Do not use wet seed or seed which is moldy or otherwise is damaged in transit or storage.
2. Sow seed using a spreader, seeding machine or drill seeder. Do not seed when wind velocity exceeds 5 miles per hour. Distribute seed evenly over entire area by sowing equal quantity in 2 directions at right angles to each other.
3. Sow not less than 1.5 lbs. per 1000 sq. ft.
4. Rake seed lightly into top 1/8" of soil, roll lightly, and water with a fine spray.

C. Sodding New Lawns

1. Lay sod within 24 hours from time of stripping. Do not plant dormant sod or if ground is frozen.
2. Lay sod to form a solid mass of with tightly fitted joints. Butt ends and sides of sod strips; do not overlap. Stagger strips to offset joints in adjacent courses. Work from boards to avoid damage to subgrade or sod. Tamp or roll lightly to ensure contact with subgrade. Work sifted soil into minor cracks between pieces of sod; remove excess to avoid smothering or adjacent grass.
3. Secure sod on slopes with wood pegs to prevent slippage. Water sod thoroughly with a fine spray immediately after planting.
4. Maintain sodded lawns by watering, fertilizing, weeding, mowing, trimming and other operations such as rolling, regrading and replanting as required to establish a smooth, acceptable lawn, free of eroded or bare areas until project is accepted by the Owner.

3.07 MULCHING. STRAW MULCHING

All seeded areas shall be mulched, as a separate process, with straw at a rate of 1½ tons/acre. Straw shall be applied in a uniform manner using standard straw blowing equipment. Areas not accessible, by reach, to straw blowing equipment shall be mulched by hand.

Areas not properly mulched or damaged shall be repaired and re-mulched in an acceptable manner, at Contractor's expense. Mulch removed by circumstances beyond the Contractor's control shall be repaired as ordered.

3.08 TACIFIER

Straw mulch not covered by erosion blanket shall be secured by TerraTack tackifier or approved equal. TerraTack shall be applied at a rate of 180 lbs/acre.

3.09 EROSION BLANKET

Areas requiring erosion blanket are designated on the Drawings and are generally on slopes of 1½:1 or greater. The blanket must be placed no later than 24 hours after seeding. The material shall be applied smoothly but loosely on the soil surface without stretching. The upslope end of each piece of blanket shall be buried in a narrow trench six inches deep. After the blanket is buried, the trench should be tamped firmly closed.

In cases where one roll of blanket ends and a second roll starts, the upslope piece should be brought over the buried end of the second roll so that there is a twelve (12) inch overlap to form a junction slot.

Overlaps of blanket which run down the slope, outside edges and center, shall be stapled on two foot intervals. Each width of jute mesh shall have a row of staples down the center as well as along the edge. Check slots and junction slots will be stapled across at six-inch intervals.

END OF SECTION

SECTION 02822**TEMPORARY EROSION CONTROL****PART 1 DESCRIPTION**

- A. This work consists of furnishing and applying a soil binding slurry over disturbed slopes as a temporary soil erosion inhibitor. Disturbed slopes that will not be re-worked and finished slopes that are not scheduled revegetation for a period 21 days or more shall be treated as construction progresses. As construction progresses into the Fall season, all disturbed slopes that will not be re-worked before spring and finished slopes that are not scheduled for revegetation until spring shall be treated before the onset of winter and far enough in advance, in order for the treatment to be applied in accordance of the climatic requirements of this specification. Contractor shall furnish the equipment and labor necessary for performing the work.
- B. Soil binding agent shall be applied to all disturbed open slopes using standard mechanized hydraulic equipment used for broadcasting water based slurry products.
- C. The soil-binding agent shall be added to the proportionate quantity of water and thoroughly mixed per manufacturer's recommendations.
- D. This specification shall apply to all disturbed areas outside CDOT right-of-way.

PART 2 MATERIALS

- A. Soil binder shall be Soil Master WR or approved equal. Soil binder shall be non-toxic, non-flammable and conform to the following properties:

Copolymer of methacrylates/acrylates/acrylics/tripolycate	60%
Extgoxylated surfactants	2%
Silicates	2%
Inert ingredients	36%
pH	4 - 5.1
Color	Milky white
Lbs. per U.S. gallon	9 - 10 lbs.

- B. Wood cellulose fiber mulch shall be Mat-Fiber, or approved equal. Wood cellulose fiber mulch shall conform to the following requirements:

Moisture content (total weight basis)	12.0% +/- 3%
Organic matter (oven-dried weight basis, min.)	99.3%
Inorganic content (oven-dried weight basis, max.)	0.7%
pH at 3% consistency in water slurry (avg.)	4.9
Water holding capacity (min.)	1.2 gal./lb.
Color	Green

- C. Water used for establishing the proper dilution ratio shall be clean, free of sediment and other debris and pollutants.

PART 3 CONSTRUCTION REQUIREMENTS

- A. Liquefied soil binder (Soil Master WR) shall be thoroughly mixed with water and wood cellulose fiber mulch (Mat-Fiber) into a homogeneous mix and applied to the disturbed ground at the following rate per acre:

<u>Soil Binder/Acre</u>	<u>Cellulose Fiber/Acre</u>	<u>Water/Acre</u>
165 gallons	200 pounds	2,000 gallons

- B. The soil-binding product and cellulose fiber mulch shall be slowly poured into the slurry tank with agitators activated until homogeneous slurry is formed. The soil binding slurry shall be applied when the ground temperature is fifty degrees (50°F). or greater at time of application and sustained while the slurry solidifies and stabilizes for a forty-eight hour period.
- C. The soil binding slurry shall be sprayed uniformly over the disturbed areas. Application shall be in the form of a mist and avoid over saturation that result in the slurry running off the slope. Contractor may need to spray areas more than once to achieve the proper coverage and avoid over-saturation. The slurry shall be applied to a moistened ground, but not in the presence of freestanding surface water. Any areas not sealed with the soil binder properly or areas damaged due to the negligence of the Contractor shall be repair and retreated.
- D. The Engineer may order test sections be established for adjusting the equipment and assure proper application and conformance to the specification.

END OF SECTION

SECTION 02830**TREES, PLANTS AND GROUND COVER****PART 1 GENERAL****1.01 SCOPE OF WORK**

Work to be performed under this Section shall include all furnishing of plants and related materials, labor and equipment required to complete the installation of the exterior landscape work indicated on the Drawings.

1.02 RELATED WORK SPECIFIED ELSEWHERE

Section 02200 - Excavation and Embankment

Section 02201 - Excavation and Backfill for Structures

Section 02751 - Raw Water Irrigation Distribution and Underground Sprinkler System

1.03 QUALITY ASSURANCE.**A. Reference Standards.**

Plants shall be first class representatives of the specified species or variety, in healthy conditions with normal well developed branch root systems, free of all objectionable features, and shall conform to the requirements of the USDA Standard For Nursery Stock, 1969 Edition, AAN Standardized Specifications, The American Joint Committee on Horticulture (AJCH) [plant names should meet the standards of AJCH], The American National Standard Institute (ANSI) [nursery stock should meet ANSI Standard Specifications], and The Colorado State Nursery Act of 1965. Where standards may conflict, use the standard which requires the highest quality of performance.

B. Inspection and Approval.

Engineer reserves the right to reject, at any time or place prior to acceptance of, any and all materials and plants which, in his opinion, fails to meet specifications. Inspection of plants are primarily for quality, size and variety, but other requirements are not waived even though visual inspection results in approval. Plants may be inspected where growing, but inspection at the place of growth shall not preclude the right of rejection at the site. Rejected plants and other materials shall be promptly removed from the site and replaced with suitable specimens. All trees and shrubs shall be from a point or origin similar in altitude and climate as the construction site.

C. Acceptable Contractor

Landscape work shall be subcontracted to a single firm specializing in this type of work.

1.04 SOURCE QUALITY CONTROL.**A. Substitutes**

If specified landscape material is unobtainable, submit to Engineer proof of

unavailability and proposals for use of equivalent material. When authorized, adjustment of contract amount will be made.

B. Trees and Shrubs.

1. Provide trees and shrubs grown in a recognized nursery in accordance with good horticulture practice.
2. Provide healthy, vigorous stock free of disease, insects, eggs, larvae and defects such as knots, sun-scald, injuries, abrasions, or disfigurement.
3. Sizes. Provide trees and shrubs of sizes shown or specified. Trees and shrubs of larger size may be used if acceptable to Engineer, and if sizes or roots or balls are increased proportionately.

C. Inspection

Engineer reserves the right to inspect trees and shrubs at site before planting, for compliance with requirements for name, variety, size and quality.

1.05 SUBMITTALS.

- A. Certificates. All required state, federal or other inspection certificates shall accompany the invoice for plant materials, showing source of origin and shall be filed with the Engineer prior to acceptance of the material.
- B. Topsoil. Before delivery of topsoil, furnish Engineer with written statement giving locations of properties from which topsoil is to be obtained, names and addresses of owners, depth to be stripped and crops growing during past two years.
- C. Planting Schedule. Submit planting and seeding schedule to Engineer showing scheduled dates for each type of planting in each area of site.
- D. Maintenance Data. At completion of work, furnish three (3) copies of written maintenance instructions to Engineer for maintenance and care of installed individual plant types through their full grange season.
- E. Warranty. At completion of work, furnish written warranty to Engineer based upon requirements of Paragraph 1.08.

1.06 DELIVERY, STORAGE AND HANDLING

A. Delivery.

1. Deliver packaged landscape materials to site in original unopened containers bearing manufacturer's information (chemical analysis, name, trade name, trademark and conformance to state law).
2. Provide freshly dug trees and shrubs. Do not prune prior to delivery. Do not bend or bind-tie trees or shrubs in such a manner as to damage bark, break branches or destroy natural shape. Provide protective covering during delivery.
3. Deliver trees and shrubs after preparations for planting have been completed and plant immediately. If planting is delayed more than six hours after delivery, set trees and shrubs in shade, protect from weather and mechanical damage, and keep roots moist.
4. Do not remove container-grown stock from container until planting time.

5. Each plant shall be identified by means of a grower's label affixed to the plant. The grower's label shall give the data necessary to indicate conformance to specifications. Use durable waterproof labels with water resistant ink which will remain legible for at least 60 days. Notify Engineer prior to delivery of plant materials to the site so that a pre-planting inspection may be made or indicate delivery schedule in advance so plant material may be inspected upon arrival at job site, whichever is more appropriate.
6. Removal unacceptable plant material immediately from job site.

B. Storage.

1. Deliver balled and burlapped stock directly from nursery and heel-in immediately if not being planted within the same day.
2. The Contractor will not be responsible for malicious destruction of plantings after installation. He shall be responsible for replacement of vandalized materials not yet installed. Report all cases of vandalism promptly to the Architect.

C. Handling.

1. Do not drop plants. Do not lift plants by the trunk, stems or foliage. The ball of the plant shall be natural, and the plant shall be handled by the ball at all times. No balled or burlapped plant shall be accepted if the ball is broken or the trunk is loose in the ball.
2. All plants shall be protected at all times from drying out or other injury. Minor broken or damaged roots shall be pruned before planting. Major damage shall be cause for rejections as determined by the Engineer.

1.07 JOB CONDITIONS

A. Existing Conditions.

1. Contractor shall determine location of utilities and perform work in a manner which will avoid possible damage. Hand excavate as required. Maintain grade stakes set by others until removal is mutually agreed upon by parties concerned.
2. The Contractor shall be responsible for proper repair of the sprinkler system and other underground pipe or electrical wiring damaged by operations under this section. Repairs will be made by contractors designated by the Engineer with cost being charged to this Contractor.
3. If a new tree or shrub is necessary due to interference with utility boxes or pits and undergrounding piping or wiring, the Contractor shall notify the Engineer and receive approval of a new location. The Engineer must approve the precise location of all plants prior to pit excavation and installation.
4. When conditions detrimental to plant growth are encountered, such as rubble fill, adverse drainage conditions, or obstructions, notify Engineer before planting.

B. Protection

The Contractor shall inform the Owner in writing if special tree protection and traffic control must be installed to protect the planting from damage after the Owner assumes responsibility for maintenance. Planting Schedule

1. Sequencing/Scheduling. Proceed with the complete landscape work as rapidly as portions of site become available, working within seasonal limitations for each kind of landscape work required.

2. Plant and install materials during normal planting seasons for each type of landscape work required. Correlate planting with specified maintenance periods to provide maintenance from date of substantial completion.
3. Prepare a proposed planting schedule and submit to Engineer. Schedule dates for each type of landscape work during normal seasons for such work in area or site. Correlate with specified maintenance periods to provide maintenance from date of substantial completion. Once accepted, revise dates only as approved in writing, after documentation of reasons for delays.

1.08 WARRANTY

A. Plant Material Guarantee

All plants shall be guaranteed to remain alive and healthy for two (2) full winters. A final inspection will be done by the Engineer at that time. Replacements shall be guaranteed an additional twelve (12) months. Inspection of the planting work, to determine its completion for beginning the guarantee period will be made by the Engineer upon notice requesting such inspection by the Contractor. All planting must be alive and healthy in order to be considered complete.

B. Final Inspection and Replacements.

Inspection of the planting to determine its final acceptance will be made at the conclusion of the guarantee period by the Engineer representative. No plants will be accepted unless they are alive and healthy. The Contractor shall replace any plants which are dead, or in the opinion of the Engineer, are in an unhealthy or unsightly condition, and/or have lost their natural shape due to dead branches. The cost of such replacement(s) shall be borne by the Contractor and shall be included in his bid price for this section of the Work.

C. Guarantee for Seeded Areas.

Areas failing to show an adequate germination of grass shall be replanted according to the instructions in Section 3.00 of the Specifications.

PART 2 MATERIALS

2.01 TOPSOIL.

- A. Topsoil will be stockpiled for re-use in landscape work. If quantity of stockpiled topsoil is insufficient, provide additional topsoil as required to complete landscape work.
- B. Provide new topsoil for soil mix for backfill of trees and shrubs which is fertile, friable, natural loam, surface soil, reasonably free of subsoil, clay lumps, brush, weds and other litter, and free of roots, stumps, stones larger than 23" in any dimension, and other extraneous or toxic matter harmful to plant growth.

Obtain topsoil from local sources or from areas having similar soil characteristics to that found at project site. Obtain topsoil only from naturally, well-drained sites where topsoil occurs in a depth of not less than four inches; do not obtain from bogs or marshes.

2.02 SOIL AMENDMENTS

- A. Commercial Fertilizer. Complete fertilizer of neutral character, with some elements derived from organic sources and containing the following plant nutrient ratio: 20-20-5. Fertilizer shall be delivered to the site in unopened containers bearing the manufacturer's guaranteed analysis.
- B. Foliar Fertilizer. All tree and shrubs shall be foliar fertilized with "Rapidgro" or similar fertilizer. Dilute and apply fertilizer according to manufacturer's specifications. Foliar fertilization must be complete within two weeks of planting.

2.03 SOIL MIXTURES

- A. Plant pits: Soil Mixture containing one part Colorado Mountain Peat to three parts topsoil. These materials must be thoroughly mixed so there is no visible segregation of materials.

2.04 PLANT MATERIALS

- A. Quality. Provide trees, shrubs and other plants complying with recommendations and requirements of ANSI Z60.1 "Standard for Nursery Stock" and as specified in Section 1.03.
- B. Plant List. A complete list of plants including names, quantities, sizes and other requirements is shown on the Drawings. The plan shall have precedence over the plant list.
- C. Deciduous Trees. Provide trees of height and caliper listed or shown and with branching configurations recommended by ANSI Z60.1 for type and species required. Provide single stem trees except where special forms are shown or listed.
- D. Deciduous Shrubs. Provide shrubs of the height shown or listed and with not less than minimum number of canes required by ANSI Z60.1 for type and height of shrub required.
- E. Ground Cover. Provide plants established and well rooted in removable containers or integral peat pots and with not less than minimum number and length of runners required by ANSI Z60.1 for the pot size required.
- F. Seed.
 - 1. Seed shall be at least 95% pure and shall have a minimum germination rate of 85%. All seed shall be furnished in bags or containers clearly labeled to show the name and address of the supplier, the seed name, lot number, net weight, the percent of week seed content and the guaranteed percentage of purity and germination. Seed and seed labels shall conform to all current state and federal regulations and will be subject to the testing provisions of the Association of Official Seed Analysis.
 - 2. All seed mixes shall be free from such noxious weeds as Canadian Thistle, Coarse Fescue, European Bindweed, Johnson Grass and Leafy Spurge. The landscape contractor shall furnish to the Engineer a signed statement certifying that the seed furnished is from a lot that has been tested by a recognized laboratory. Seed which has become wet, moldy or in any other way damaged in transit or storage, will not be accepted.
 - 3. Bluegrass Seed. Bluegrass seed shall be "Quicklawn" mix or approved equal by John Ericson, Ericson Enterprises, 481 Grand Valley Drive, Grand Junction, Colorado 81514, (303) 434-3339.

- G. Sod
Provide strongly-rooted sod, not less than two years old and free of weeds and undesirable native grasses. Provide only sod capable of growth and development when planted (viable, not dormant). Provide sod composed principally of the following: 90% Kentucky Bluegrass (*Poa pratensis*).

2.05 MISCELLANEOUS LANDSCAPE MATERIALS.

- A. Mulch. Mulch all planted areas with shredded bark or approved equal.
- B. Stakes and Guys. Provide six-foot steel drive-in "T" posts. No. 125 for all tree staking. Provide wire ties and guys of two-strand, twisted, pliable galvanized iron wire not lighter than 12 gauge with zinc-coated turnbuckles. Provide not less than 1-inch hose, cut to required lengths, to protect tree trunks from damage by wires.
- C. Fiber Mulch. Mulch shall be "Conweb Hydro-Mulch" 2000 (Conweb Corporation, Fibers Division, Box 43237, St. Paul, MN 55164) or suitable approved substitute.

PART 3 METHODS AND PROCEDURES

3.01 INSPECTION

Installer must examine subgrade, verify elevations, observe conditions under which work is to be performed, and notify contractor of unsatisfactory conditions have been corrected in a manner acceptable to installer.

3.02 PREPARATION

- A. Layout
Layout individual trees and shrub locations by size and areas for multiple plantings. Stake locations and outline areas and secure Architect's acceptance before start of planting work. Make minor adjustments as may be requested. Prior to the excavation of planting areas or plant pits or placing tree stakes, the Contractor shall ascertain the location of all utility lines, electric cable, sprinkling system conduits so that proper precautions maybe taken not to disturb or damage any subsurface improvements.
- B. Preparation for Planting Beds.
 1. Loosen subgrade of planting bed areas to a minimum depth of eight inches using a cultimulcher or similar equipment. Remove stone over 1 inch in any dimension, and stick, stones, rubbish and other extraneous matter.
 2. Spread planting soil mixture to a 4-inch depth required to meet lines, grades and elevations shown, after light rolling and natural settlement. Place approximately one-half of total amount of planting soil required. Work into top of loosened subgrade to create a transition layer, and then place remainder of the planting soil.
- C. Excavation for Trees and Shrubs.
 1. Excavate pits, beds and trenches with vertical sides and with bottom of excavation slightly raised at center to provide proper drainage. Loosen hard subsoil in bottom of excavation.

2. For balled and burlapped (B&B) trees and shrubs, make excavation at least half again as wide as the ball diameter and equal to the ball depth, plus following allowance for setting of ball on a layer of compacted backfill.
 3. Allow for six-inch setting layer of planting soil mix.
 4. For container grown stock, excavate as specified for balled and burlapped stock, adjusted to size of container width and depth.
- D. Preparation for Planting Lawns.
1. Grade lawn areas to smooth, even surface with loose, uniformly fine texture. Roll and rake and remove ridges and fill depressions as required to meet finish grades. Limit fine grading to areas which can be planted immediately after grading.
 2. Moisten prepared lawn areas before planting if soil is dry. Water thoroughly and allow surface moisture to dry before planting lawns. Do not create a muddy soil condition.
 3. Restore lawn areas to specified condition if eroded or otherwise disturbed after fine grading and prior to planting.
 4. Preparation of Unchanged Grades. Where lawns are to be planted in areas that have not been altered or disturbed by excavating, grading, or stripping operations, prepare soil for lawn planting as follows:
- E. Till to a depth of not less than six inches, apply soil amendments and initial fertilizers as specified; remove high areas and fill depressions; till soils to a homogeneous mixture of fine texture free of lumps, cods, stones, roots and other extraneous matter.

3.03 PLANTING

- A. Planting Trees and Shrubs.
1. Set B&B stock on layer of compacted planting soil mixture, plumb and in center of pit or trench with top of ball at same elevation as adjacent finished landscape grades. Remove burlap from sides of balls; retain on bottoms. When set, place additional backfill around base and sides of ball, and work each layer to settle backfill and eliminate voids and air pockets.
 2. When excavation is approximately 2/3 full, water thoroughly before placing remainder of backfill. Repeat watering until no more is absorbed. Water again after placing final layer of backfill.
 3. Set container grown stock as specified for balled and burlapped stock, except cut cans on two sides with an approved can cutter; remove bottoms or wooden bases after partial backfilling so as not to damage root balls. 4. Dish top of backfill to create a plant saucer with a four-inch lip.
 5. Mulch around all plants with a two-inch layer of shredded bark. The boundaries of the mulched areas shall be the rim of the planting saucer or in shrub beds, the edge of the planting bed.
 6. Staking and Guying. Stake and guy trees immediately after planting, as indicated by planting detail on Drawings.
 7. Prune, thin out and shape trees and shrubs in accordance with standard horticultural practice. Prune trees to retain required height and spread. Unless otherwise directed by the Architect, do not cut tree leaders, and remove only injured or dead branches from flowing trees, if any. Prune shrubs to retain natural character and accomplish their use in landscape design.
- B. Sodding New Lawns

1. Lay sod within 24 hours from time of stripping. Do not plant dormant sod or if ground is frozen.
 2. Lay sod to form a solid mass with tightly-fitted joints. Butt ends and sides of sod strips; do not overlap. Stagger strips to offset joints in adjacent courses. Work from boards to avoid damage to subgrade or sod. Tamp or roll lightly to ensure contact with subgrade. Work sifted soil into minor cracks between pieces of sod; remove excess to avoid smothering or adjacent grass.
 3. Secure sod on slopes with wood pegs to prevent slippage. Water sod thoroughly with a fine spray immediately after planting.
- C. Seeding.
1. Seeding rate: Bluegrass Seed Mix, 6000 lbs/1000 sq.ft.
 2. Application. Seed shall be broadcast and uniformly raked to incorporate into the soil. Seeded areas shall be lightly mulched with clean straw.
 3. Watering of Seeded Areas. Immediately after seeding and mulching of bluegrass areas, the Contractor shall water the seeded areas lightly and sufficiently to a depth of two inches, but with care so that erosion takes place and no gullies are formed. Damage and erosion from over-watering shall be repaired by or paid for by the Contractor.
- D. Hydroseeding.
1. Seed. All seed shall be delivered to the site tagged and labeled in accordance with the Colorado Agricultural Code and shall be acceptable to the County Agricultural Commissioner. Seed shall be of a quality which as a minimum pure live seed content of 70% (% purity x \$ germination), and weed seed shall not exceed 0.5% of the aggregate of pure live seed and other materials or a as standard for specific seed. The germination rate shall be 85%.
 2. Fertilizer. A commercial fertilizer shall be ammonium phosphate and contain a minimum of 60 lbs. actual available nitrogen, 50 lbs. actual available phosphoric acid and 25 lbs. actual available potash, uniform in composition, dry solvable, pelleted or granular.
All fertilizer shall be delivered in unbroken and unopened containers, labeled in accordance with applicable State regulations and bearing the warranty of the producer for grade finished.
 3. Mulch. (Wood Cellulose) shall be manufactured from Aspen, Alder or Hemlock (no waste paper, dairy waste fiber, ground straw, rice hulls, etc., can be used - only "virgin wood fiber", i.e. "Conweb or Silva Fiber".

The mulch shall be colored with a non-toxic water-soluble green dye to provide a proper visual gauge for metering of material over ground surfaces. It shall be manufactured in such a manner that after addition and agitation in slurry tanks with fertilizer, seed, water, and other approved additives, the fibers in the material will become uniformly suspended to form a homogeneous slurry;; and that when hydraulically sprayed on the ground, the material will form a blotter-like ground cover impregnated uniformly with seed; and which, after application, will allow the absorption of moisture and allow the rainfall to percolate to the underlying soil.

Cellulose shall be certified to indicate that laboratory and field-testing of the product has been accomplished and that it meets all of the foregoing requirements based on testing. Weight specifications of this material from suppliers and for all application shall refer only to air dry weight of the fiber material.

Absolute air dry weight is based on the normal; standards of the Technical Association of The Pulp and Paper Industry for wood cellulose and is considered equivalent to 10% moisture.

4. Water. Water shall be clean, potable and added to the slurry mixture in sufficient amount to spread uniformly and required quantity of hydro-mulch solids (approximately 3000 - 4000 gallons per acre).
5. Organic Seeding Additive. Use "Ecology Control M-Binder" as per manufacturer's recommendations (apply at rate of 120 lbs/acre).
6. Seeding Requirements.
 - a. Application of Seed: The Contractor shall obtain approval prior to application of the hydro-mulch seed.
 - b. Seedbed Preparation: The area to be seeded shall have a firm seedbed which has been previously roughened by scarifying with the use of harrowing, cat tracks or other methods. Work to a depth of two inches to three inches. No implement shall be used that will create an excessive amount of down-movement of soil or clods on sloping areas. Seedbed preparation shall be suspended when soil moisture conditions are not suitable for the preparation of a satisfactory seedbed. This will be determined by the Project Inspector.
 - c. Fertilizing: The fertilizer shall be mixed and applied hydraulically in the form of a slurry. It shall be applied uniformly over the seedbed (i.e., 20-20-9 at 300 lbs.).
 - d. Seeding: Seed shall be distributed uniformly over the seedbed. The seed shall be added to the slurry mixture just before it is to be applied hydraulically to the seedbed and it shall not remain in the seeder longer than one hour. Seed source: Mile High Seed Company, 520 South 9th Street, P.O. Box 1988, Grand Junction, CO 81502) unless otherwise approved.

Seed

Wester Wheat Grass (50% split or as Slender Wheat Grass available)	50%
Green Needle Grass	6-1/4%
Candy or Upland Bluegrass	3-1/8%
Hard Fescue	9-3/8%
Creeping Red Fescue	9-3/8%
Kentucky Bluegrass "Troy"	3-1/8%
Mt. Sage (10% purity with 70% germination)	6-1/4%
Lupine	
Globe Mallow	
Scarlet Gilia (wildflower mix may vary)	
Phlox	
Aspen Daisy	<u>6-1/4%</u>

1/5 lbs. PLS/1000

Contractor shall commence seeding immediately upon completion of grading and seedbed preparation. Additional spot seeding may be needed if area is disturbed.

All seeding shall be completed by July 1 (spring seeding) or October 15 (fall seeding) or as otherwise approved.

Mulching: The wood fiber mulch shall be applied uniformly with a hydraulic seeder at the rate of 2000 lbs/acre.

Equipment: Hydroseeder - Hydraulic equipment used for the application of the fertilizer, seed and slurry of prepared wood pump shall be of the type as approved by the Owner. This equipment shall have a built-in agitation system and operating capacity sufficient to agitate, suspend and homogeneously mix a slurry containing up to 40 lbs. of fiber plus combined total of 70 lbs. fertilizer solids for each 100 gallons of water. The slurry distribution lines shall be large enough to prevent sloppage. This discharge line shall be equipped with a set of hydraulic spray nozzles which will provide a continuous non-fluctuating discharge and delivery of the slurry in the prescribed quantities uniformly without misses, waste or erosion. The slurry tank shall have a minimum capacity of 500 gallons and shall be mounted on a traveling unit which will place the slurry tank and spray nozzles within sufficient proximity to the areas to be seeded so as to provide uniform distribution. The Owner may authorize equipment with smaller uniform distribution.

The Owner may authorize equipment with smaller tank capacity provided that the equipment has the necessary agitation system and sufficient pump capacity to spray the slurry in a uniform coat.

3.04 MAINTENANCE

- A. Begin maintenance immediately after planting. Maintain trees, shrubs and other plants until final acceptance but in no case less than 90 days after substantial completion of planting except as provided below for seeded areas. Maintain trees, shrubs and other plants by pruning, cultivating and weeding as required for healthy growth. Restore planting saucers. Tighten and repair stake and guy supports and reset trees and shrubs to proper grades or vertical position as required. Restore or replace damaged wrappings. Spray as required to keep trees and shrubs free of insect and disease.
- B. At the completion of the maintenance period, the Contractor shall:
 - 1. All plants that die or are in a badly impaired condition shall be removed and replaced.
 - 2. Replacement stock shall be subject to all requirements specified for the original material.
 - 3. Replacement stock shall be planted in accordance with the standard specifications. Maintenance requirements shall be specified below.
 - 4. Acceptability of the plant material furnished and planted shall be determined after all replacement plant material is planted. The Contractor shall as necessary, employ all possible means to preserve the plants in a healthy and vigorous growing condition to ensure their successful establishment.

3.05 CLEAN-UP AND PROTECTION

During landscape work, keep pavement clean and work areas in an orderly condition.

3.06 INSPECTION AND ACCEPTANCE

- A. When landscape work is completed, including maintenance, Engineer will, upon request, make an inspection to determine acceptability. Landscape work may be inspected for acceptance in parts agreeable to Engineer, provided work offered for inspection is complete, including maintenance.
- B. Where inspected landscape work does not comply with requirements, replace rejected work and continue specified maintenance until re-inspected by Engineer and found to be acceptable. Remove all rejected plants and materials promptly from project site.

END OF SECTION

SECTION 03100**CONCRETE FORMWORK****PART 1 GENERAL****1.01 SCOPE**

The work in this section consists of the design, furnishing, erecting and removing of forms for cast-in-place concrete.

1.02 RELATED WORK SPECIFIED ELSEWHERE.

Section 03200 - Concrete Reinforcement

Section 03300 - Cast-in-Place Concrete

1.03 QUALITY ASSURANCE.

- A. Reference Standards - American Concrete Institute Standards (ACI).
301 Specifications for Structural Concrete for Buildings, Chapter 4, Formwork. ACI 347, Recommended Practice for Concrete Formwork (Chapters 1 through 5) as modified herein.
- B. Design Criteria - Design formwork for the loads, lateral pressure and allowable stresses outlined in Chapter 1 of ACI 347.
- C. Maximum Allowable Tolerances
 - 1. Variation from plumb:
 - a. Lines and surfaces of columns and walls in any ten feet of length, 1/4-inch; in 40 feet or more, 1/2-inch.
 - b. Control joint grooves, and other conspicuous lines. In any 20 feet of length, 1/4-inch; in 40 feet or more, 1/2-inch.
 - 2. Variation from level or specified grade in slabs. In any 10 feet of length; 1/4-inch; in 40 feet or more, 1/2-inch.
 - 3. Variation of the linear building lines from established position in plan and related position of columns and walls, in any bay, 1/2-inch; in any 20 feet of length, 1/2-inch; in 40 feet or more, 1 inch.
 - 4. Refer to ACI 301, Table 4.3.1 for additional requirements.

PART 2 MATERIALS**2.01 GENERAL**

Where "Smooth Form Finish", or "Grout Cleaned Finish" is specified, use prefabricated plywood panel forms, job-built plywood forms, forms lined with plywood, or steel forms. For reservoir walls, use two-foot wide form material to form the circular portion of the reservoir. The forms may be steel or plywood

2.02 STEEL FORMS

Symons "Steel-Ply", Simplex "Industrial Steel Frame Forms", Universal "Uniform". Forms shall be clean, straight and true, without surface defects.

2.03 PLYWOOD FORMS

Product Standard PS-1, waterproof, resin-bonded exterior type. Forms shall be clean, straight and true, without surface defects.

- 2.04 LUMBER
Straight, uniform width and thickness, clean and free from offsets, holes, dents and other surface defects.
- 2.05 CHAMFER STRIPS
Clear white pine, surface against concrete planed.
- 2.06 FORM TIES
Permanently embedded one-inch break-back cone ties with water seal washers. Ties shall have a neoprene seal integral to the tie. Provide sufficient strength and rigidity to maintain forms in proper location without use of auxiliary spreaders. Form ties shall be uniformly spaced and aligned in vertical and horizontal rows.
- 2.07 JOINTS.
Joints in circular reservoir shall be formed as shown on the Drawings.
- 2.08 POLYETHYLENE FILM
Product Standard PS-17; 6 mil. See Drawings for application at the top of the reservoir wall.
- 2.09 FORM BOND BREAKING AGENT
Shall be non-staining agent that will allow the removal of forms without damaging or discoloring concrete.

PART 3 EXECUTION

3.01 GENERAL

Erect forms substantially tight to prevent leakage of mortar and braced or tied to maintain the desired position, shape and alignment before, during and after concrete placement. At vertical wall joints where forms overlay existing concrete, a mortar-tight joint shall be required. Use a bead of silicone caulking or foam joint filler against concrete before placing form.

Provide temporary openings at the bottom of column and wall forms and at other locations where necessary to facilitate cleaning and inspection.

Temporary openings in wall or column forms used to limit the free fall of concrete to a maximum of four feet shall be located to facilitate placing and compaction of the concrete. Such openings in walls shall not exceed 10 feet laterally to avoid moving concrete laterally more than five feet.

If tremies of proper length are used for depositing concrete in walls or columns, temporary openings for concrete placement will not be required.

Whenever the top of a wall will be exposed to weathering, do not extend the forms on one side above the top wall; bring to true line and grade.

At other locations, bring forms to a true line and grade, or provide a wooden guide strip at the proper location on the forms so that the top surface can be finished with a screed or template for concrete which is to have a specified elevation, slope or contour.

Flat segmental forms not more than 24 inches wide may be used for forming curved surfaces

25 feet in diameter or larger.

Where concrete is placed against rock, remove all loose pieces of rock and clean the exposed surface with a high-pressure hose.

The circular ring wall footing for the reservoir shall have a smooth steel troweled finish within the limits described on the Drawings.

3.02 EMBEDDED ITEMS

Anchor bolts, casting, steel shapes, conduits, sleeves and other materials that are to be embedded in the concrete shall be accurately positioned in the forms and securely anchored. Do not embed conduits, sleeves or other materials in the reservoir wall unless specifically shown on the Drawings.

Conduits shall not be installed in tank walls or slabs.

Assure embedments are clean when installed.

At pipe penetrations where a steel weep ring is not called for, provide a watertight seal between the pipe and wall using "Ramneck" butyl sealant.

3.03 PREPARATION OF FORM SURFACES. REMOVE MORTAR, GROUT AND OTHER FOREIGN MATERIAL FROM FORM SURFACES.

Coat form surfaces with form release agent before either the reinforcing steel, post-tensioning materials or concrete are placed. Do not allow form coating to:

- a. Stand in puddles in the forms;
- b. come in contact with the reinforced steel; or
- c. come in contact with adjacent hardened concrete against which fresh concrete is to be placed.

3.04 EDGES AND CORNERS

Place chamfer strips in forms to bevel exposed edges and projected corners. Tool the top edges of walls and slabs not indicated on the Drawings to be beveled.

Form beveled edges for all vertical and horizontal corners of equipment bases unless indicated otherwise on the Drawings.

Chamfer strips shall be 3/4-inch, unless indicated otherwise on the Drawings.

3.05 REMOVAL

Carefully remove forms only after concrete is able to support all dead and live loads and curing requirements are met. Apply potable water safe curing compound to all formed surfaces immediately after form removal.

Determine the strength of concrete from site-cured cylinders, cured in the same manner as the formed concrete.

If job cured cylinder test reports are not available for formed concrete, the form supports shall remain in place for not less than the following periods of time. These periods represent

cumulative number of days or fractions thereof, not necessarily consecutive, during which temperature of the concrete is above 50 degrees Fahrenheit (50°F).

Walls and columns	48 hours
Reservoir top slab	Only after satisfactory post-tensioned. Re-shoring shall not be permitted.

After removal, ends of metal form ties shall be recessed a minimum of one inch from surfaces. Form tie holes shall be patched with high-strength, non-shrink grout in a manner as to be permanent.

END OF SECTION

SECTION 03200**CONCRETE REINFORCEMENT****PART 1 GENERAL****1.01 Scope**

The work in this section covers furnishing and installing steel bars and welded wire fabric for concrete reinforcement.

1.02 Related Work Specified Elsewhere.

Section 03100 - Concrete Formwork

Section 03300 - Cast-in-Place Concrete

1.03 Quality Assurance.**A. Reference Standards. American Concrete Institute Standards (ACI).**

301 - Specifications for Structural Concrete for Buildings.

315 - Manual of Standard Practice for Detailing Reinforced Concrete Structures.

318 - Building Code Requirements of Reinforced Concrete.

350R - Concrete Sanitary Engineered Structures.

344 - Design and Construction of Circular Prestressed Concrete Structures.

B. As modified herein or on the Drawings.**C. Allowable Tolerances. Fabrication Tolerances.**

1. Sheared length: + 1 inch

2. Depth of truss: + 0, -1/2 inch for concrete thickness 24 inches or less and + 0, -1/2 inch for concrete thickness over 24 inches.

3. Overall dimensions of stirrups, ties and spirals: + 0, 1/2-inch for concrete thickness 24 inches or less and + 0, -1/2 inch for concrete thickness over 24 inches.

4. All other bends: + 1 inch.

D. Welding.

Only A706 reinforcement may be welded and only with the approval of the Engineer.

1.04 SUBMITTAL OF SHOP DRAWINGS**A. Shop Drawings.**

1. Show sizes, quantity and dimensions for fabrication and placing of reinforced bars and bar supports.

2. Indicate bar schedules, stirrup spacing, and diagram of bent bars.

3. Reinforcement shop drawings shall be submitted on reproducible. Provide two sets of prints and reproducible. **B.**

Certificates. Mill test certificates identifying chemical and physical analysis of each load of reinforced steel delivered.

1.05 PRODUCT DELIVERY, STORAGE AND HANDLING

Deliver to site in bundles marked with metal tags indicating bar size and length. Carefully handle and store on supports, which will keep the steel from coming in contact with the new ground.

1.06 JOB CONDITIONS

Do not burn or weld in the vicinity of tendons.

PART 2 PRODUCTS

2.01 REINFORCEMENT BARS

- A. BARS. STEEL REINFORCEMENT SHALL BE NEW, DEFORMED BILLET STEEL, MEETING ASTM STANDARD A615 OR A706; FOR REBARS NO. 4 AND LARGER, GRADE 60; FOR NO. 3 REBARS AND DESIGNATED REINFORCEMENT, GRADE 40 OR GRADE 60.
1. Bend Test: Meet 180 degree bend at 60 degrees F. minimum temperature without cracking when bent around pin diameter indicated.
 - a. Number 3, 4 and 5 bars around pin diameter equal to 4 times nominal bar diameter.
 - b. Number 6 through 11 bars around pin diameter equal to 5 times nominal bar diameter.
 2. Bend test for 14 and 18: Meet 90 degree bend at 60 degrees F. minimum temperature without cracking when bent around a pin diameter equal to 10 times nominal bar diameter.
- B. Tie Wire. Annealed steel, Fed. Spec. QQ-W-461, 16 gage minimum.
- C. Bar Supports.
1. Conform to "Bar support Specifications", CRSI Manual of Standard Practice.
 2. Where concrete surface will be exposed to fluids, view or weather, the supports or accessories shall be completely comprised of non-metallic material such as plastic or shall be completely plastic or epoxy coated.
- D. Splice Devices
Provide *Thermite* (Cadweld) welding process only when called for on the Drawings. Where mechanical splice devices are called for on the Drawings, provide *Lenton* (or equal approved by Engineer) "Formsaver" threaded reinforcement splices to match the reinforcement size that the splice is intended to extend. Splices shall meet ACI 318, Chapter 12 strength criteria of developing 125 percent of the specified yield strength of the reinforcement bar it replaces. Install per manufacturer's recommendations.
- E. Fabrication. In accordance with CRSI manual of Standard Practice, except for the allowable tolerances specified herein in Section 1.03 (C) of this specification.

2.02 WELDED WIRE FABRIC

ASTM A185 or A497.

PART 3 EXECUTION

3.01 PREPARATION

Remove all mud, oil, loose rust or mill scale and other foreign materials that may reduce bond.

Rust or mill scale which is "tight" will be permissible without cleaning or brushing, provided weights, dimensions, cross sectional area, and tensile properties meet requirements ASTM A615.

3.02 INSTALLATION.

- A. Bar Placement. Conform to CRSI-WCRSI "Placing Reinforcing Steel".
- B. Bar Supports.
 - 1. Provide minimum number of supports as required by ACI 315.
 - 2. Do not use pebble, piece of broken stone, common or face brick, metal pipe or wood blocks to support reinforcement.
 - 3. On ground, where necessary, solid concrete bricks may be used to support wire chairs that, in turn, support the reinforcing steel in the slabs on grade. Small squares of 1/2" plywood may be used to support grade lab chair on the compacted subgrade.
- C. Placement Tolerances.
 - 1. Clear distance to formed surface: See Section D. Concrete Cover below i) and ii).
 - 2. Spacing between bars: -1/4 inch
 - 3. Top bars in lab and beams: See Section D. Concrete Cover below i) and ii).
 - 4. Crosswise of members: Spaced evenly within 2 inches.
 - 5. Lengthwise of members: +2 inches.
 - 6. Maximum bar movement to avoid interference with other reinforcing steel, conduit or embedded items: One bar diameter.
 - a. If bars are moved more than one bar diameter, or enough to exceed the above tolerances, the resulting arrangement of bars may be rejected by Engineer.
- D. Concrete Cover
 - 1. Except as otherwise indicated on the Drawing, provide the following minimum concrete cover for reinforcement:
 - 2. Concrete cast against and permanently exposed to earth: 3"
 - 3. Concrete poured in form, but exposed to earth, weather or chlorinated water:

Bars larger than No. 5:	2"
Bars #5 or smaller:	1-1/2"
Beams:	2 ³ / ₄ "
Walls and slabs (not exposed a in 2 above):	3/4"
- E. Reinforcing Adjustment
 - 1. Do not heat, bend or cut bars without Engineer' approval.
- F. Splices
 - 1. Do not splice bars except at locations shown on the Drawings without Engineer' approval.
 - 2. Minimum lap distance shall be as shown on the Drawings. If not shown, splices shall be as specified in ACI 318.
 - 3. Tie splices securely to prevent displacement during placement of concrete.
 - 4. In horizontal wall reinforcement, alternate place vertically so that all splice are not in the same vertical plane.
- G. Welded Wire Fabric

1. Install in longest practicable length.
2. Lap adjoining pieces one full mesh plus 2 inches minimum.
3. Do not make lap midway between simple separated members or directly over support members of continuous structures.
4. Offset lap in adjacent widths to prevent continuous lap.
5. Extend fabric through contraction joints and construction joint unless otherwise indicated on the Drawings.

END OF SECTION

SECTION 03300**CAST-IN-PLACE CONCRETE****PART 1 GENERAL****1.01 SCOPE**

Work to be completed under this section shall include all labor, equipment, plant and materials necessary to furnish and install all poured-in-place concrete, together with all miscellaneous and appurtenant items, as shown on the Construction Drawings and as specified herein.

1.02 RELATED WORK SPECIFIED ELSEWHERE

Section 02201 - Excavation and Backfill for Structures

Section 02201 - Excavation and Backfill for Structures

1.03 REFERENC STANDARDS

Except as modified or supplemented herein, all Work shall conform to the following standards, latest edition. Refer to standards for detailed requirements.

ACI 318 - Building Code Requirement for Reinforced Concrete

ACI 301 - Specifications for Structural Concrete for Buildings

ACI 347 - Recommended Practice for Concrete Formwork

ACI 305 - Recommended Practice for Hot Weather Concreting

ACI 306 - Recommended Practice for Cold Weather Concreting

Publication SP-2, ACI Manual for Concrete Inspection

ASTM A 615 - Standard Specifications for Deformed and Plain Billet Steel Bars for Concrete Reinforcement.

ASTM A 185 - Specifications for Welded Steel Fabric for Concrete Reinforcement.

ASTM C 618 - Standard Specification for Fly Ash and Raw or Calcined Natural Pozzolan for use as a Mineral Admixture in Portland Cement Concrete.

1.04 SUBMITTALS

The following shall be submitted to and approved by the Engineer prior to beginning any concrete work.

A. Lab Design Mix. Prior to the start of Work, Contractor to submit a statement of the proportions for the concrete mixture. Statement to include:

1. Location & identification of aggregate source.
2. Batch quantities for one (1) cubic yard of concrete, including:
 - a. Weight of fine aggregate in a saturated surface dry condition.
 - b. Weight of coarse aggregate in a saturated surface dry condition.
 - c. Weight or number of 94 pound bags of cement.
 - d. Weight or gallons of water.
 - e. Amount and description (including manufacturer, specific product name, and number) of all admixtures
3. Test results on trial batch concrete made from the proposed mix design, including:
 - a. Cement factor in bags per cubic yard based on yield tests.
 - b. Water-cement ratio.

- c. Percent of entrained air.
 - d. Consistency in inches of slump.
 - e. At least three 28-day compressive strength tests.
 - 4. Brand, type and place of manufacture of cement.
 - 5. Aggregate test results for grading, deleterious substances and physical properties using test procedures developed by ACI.
- B. Reinforcing Steel. Product data sheet and statement of manufacturer's compliance with applicable standards.
- C. Construction Joint Location. Location of all wall and slab construction joints.
- 1.05 RECORD OF THE WORK
Contractor to keep a record of time, date and location of each concrete pour and submit these records to the Engineer.
- 1.06 NOTICE OF INTENTION TO POUR
Contractor shall notify the Engineer at least 48 hours before an intended cast-in-place concrete pour. No structural cast-in-place concrete shall be poured until all reinforcing, forms and foundation soils have been inspected by the Engineer.
- 1.07 PROTECTION OF THE WORK
Contractor to be responsible for protection of all Work prior to acceptance. In place concrete shall not be subjected to loadings or stress prematurely.
- 1.08 STORAGE OF MATERIALS
Cement and aggregate shall be stored in such a manner as to prevent deterioration or intrusion of foreign matter. Any material which has deteriorated or which has been damaged shall not be used for concrete.
All reinforcing steel shall be stored in a dry location and protected from excessive accumulation of rust or scale.
- PART 2 MATERIALS
- 2.01 CEMENT
All cement shall be Portland Cement Type II conforming to "Specifications for Portland Cement" (ASTM C 150-62). The same brand cement for all exposed cast-in-place concrete shall be used.
- 2.02 STONE AGGREGATE
Fine and course aggregate shall conform to "Specifications for Concrete Aggregates" (ASTM C33-61T). Fine aggregates shall be clean, hard, natural and free from all foreign matter. Course aggregate shall be sound, crushed rock or gravel, free from adherent coating, organic water or injurious amounts of flat or friable pieces.
- 2.03 WATER
Water used in mixing shall be potable, cleaned and free from deleterious amounts of oil, acids, alkalis and organic material.
- 2.04 ADMIXTURES
Protex" as manufactured by Protex Industries, Inc. and conforming to Specifications of Air-

Entraining Admixtures for Concrete (ASTM C260) is an approved air-entraining admixture. Other admixtures for retarding or accelerating concrete may be used in strict accordance with manufacturer's recommendations and ASTM Specifications upon approval of the Engineer.

2.05 FORM MATERIAL

For unexposed concrete surfaces, forms may be undressed lumber free from excessive knots. For exposed surfaces, use wood or metal forms as required to give finish as specified.

2.06 REINFORCING STEEL

Reinforcing steel shall be deformed bars conforming to "Standard Specifications for Deformed and Plain Billet Steel Bars for Concrete Reinforcement" (ASTM A615) and shall be Grade 60.

2.07 WELDED WIRE FABRIC

Welded wire fabric shall conform to "Specifications for Welded Steel Fabric for Concrete Reinforcement" (ASTM A185) and shall have a minimum wire yield strength of 60,000 psi.

PART 3 METHODS AND PROCEDURES

3.01 CONCRETE MIX.

- A. Proportions. Concrete is to be proportioned according to laboratory designed mixes using the type of aggregate specified and producing the minimum of twenty-eight (28) day ultimate compressive strength as noted on the Construction Documents. All concrete shall be made with stone aggregate unless specifically noted, and no concrete shall have a 28 day compressive strength of less than 4,000 psi.
- B. Cement and Water Content. The minimum quantity of cement used per cubic yard of concrete shall be 580 pounds. Water content shall not exceed 0.48 pounds water/pounds cement.
- C. Air Entrainment. An air-entraining agent shall be added to all stone concrete so as to entrain 5%-8% by volume. Air-entraining agents shall be in strict accordance with the recommendations of the manufacturer and the testing laboratory for the design mix to assure strength requirements are being fully met or exceeded.
- D. Mixing of Materials. The concrete shall be mixed until there is a uniform distribution of the materials and shall be discharged completely before the mixer is recharged. For job-mixed concrete, the mixer shall be rotated at the speed recommended by the manufacturer.

For stone concrete, mixing shall continue for at least one minute after all materials are in the mixer. Ready mixed concrete shall be mixed and delivered in accordance with "Standard Specifications for Ready Mixed Concrete" (ASTM C94-69).

Sufficient time shall be allowed for proper mixing on the concrete to provide uniformity throughout the batch. Long delays in concrete placement shall be avoided and any concrete which has not been placed within one (1) hour after water has been added to the mix shall be rejected. Over wet mixes shall be rejected and shall not be corrected by the addition of either aggregate or cement to the mixer. Mix not less than ten minutes in transit mix trucks after addition of the mixing water.

- E. Consistency. Slumps shall be minimum, consistent with placing requirements. Slump test shall be made in accordance with "Slump Test for Consistency of Portland Cement Concrete" (ASTM C143-58). Unless written approval is obtained from the Engineer, the maximum slump shall be three (3" ±1") inches and the maximum size aggregate shall be one and one-half (1 ½") inches.

3.02 CONCRETE FORMS.

- A. Forms shall conform to the shape, lines, grades and dimensions of the concrete as detailed on the Construction Drawings. All forms for exposed finished surfaces shall be built with the material needed to produce the form, texture and design specified in Concrete Finishes of this section.
- B. Design of Forms. Forms shall be sufficiently tight to prevent leakage of mortar and shall be properly braced or tied together so as to maintain the desired position. The formwork shall be designed for the loads outlined in Part 3, Section 102 of "Recommended Practice for Concrete Form Work" (ACI 347-78). The forms shall be oiled for ease of removal of forms after setting of concrete.
- C. Form Ties and Incidentals. Form ties shall be bolts and rods (adjustable for tightening) arranged so that no metal is within 3'4" of surface after removal of forms. Ordinary wire ties will be allowed with the specific approval of the Engineer. No ties through exposed concrete will be allowed. Set forms for all required anchors, bolt inserts, slots, sleeves, supports, etc., furnished under portions of this Specification and installed under this section.
- D. Removal of Forms. Forms shall not be disturbed until concrete has hardened sufficiently to permit their removal with safety. The removal of the forms shall be carried out in such a manner as to insure the safety of the structure. Unless otherwise permitted by the Engineer, forms shall not be removed until 24 hours after pouring.

3.03 CONSTRUCTION AND EXPANSION JOINTS

Expansion and control joints shall be constructed in accordance with Construction Drawings. Unless otherwise indicated on the Construction Drawings, install one inch (1") thick asphalt impregnated fiberboard expansion joint filler (ASTM D1752) wherever concrete slabs abut buildings or footings or as shown on the plan details. All expansion joint filler shall extend the full depth of the slab.

3.04 CONCRETE PLACEMENT.

- A. transporting concrete shall be cleaned and all debris and ice shall be removed from places to be occupied by concrete. Forms shall be properly treated and all reinforcement cleaned of ice and other coatings. Water shall be removed from place of deposit before concrete is placed.
- B. Conveying. Concrete shall be conveyed from the mixer to the place of final deposit by methods which will prevent the separation or loss of the materials. Equipment for chuting, pumping, or pneumatically conveying concrete shall be of such size and design as to insure a practically continuous flow of concrete at the delivery and without separation of the materials.

- C. Other Trades. Install by way of example, anchor bolts, reinforcing steel, pipe and conduit openings and sleeves, bearing plates, and knockouts as provided by other trades and as required by other trades. Provide minimum 7 days notice to Engineer, Owner, or other trades prior to requiring materials or detailing information. Installation to meet location, dimension and alignment requirements of other trades.
- D. Depositing. Concrete shall be deposited as nearly as practicable in its final position to avoid segregation due to re-handling or flowing. The concreting shall be carried on at such a rate that the concrete is at all times plastic and flows readily into the space between the bars. No concrete that has been partially hardened or been contaminated by foreign matter shall be deposited on the Work, nor shall re-tempered concrete be used. When concreting is once started, it shall be carried on as a continuous operation until the placing of the panel or section is completed. Place concrete in approximately horizontal layers avoiding displacement of reinforcement above fresh concrete and formation of seams and planes of weakness in sections. When construction joints are necessary, they shall be located as specified in this section under Construction Joints. For bonding fresh concrete, roughen and clean exposed surface and brush with neat cement grout. Place new concrete before grout takes initial set.
- E. Compaction. Place concrete in layers not over 24" deep; compact each layer by mechanical internal vibrating equipment supplemented by hand spading, rodding, tamping, as directed. Vibrators shall not be used to transport concrete inside forms. Limit vibration duration to the time necessary to produce satisfactory consolidation without causing objectionable segregation. Do not insert vibrator into lower courses that have begun to set.
- F. Weather Conditions. Unless adequate protection is provided and the Engineer's approval is obtained, concrete shall not be placed during rain, sleet, or snow. When the mean temperature falls below 40°F for 3 successive days, concreting shall conform to "Recommended Practice for Cold Weather Conditions: (ACE 306 R-78). Concrete placed in hot weather shall meet the standards of "Recommended Practice for Hot Weather Concreting (ACI 305R-77). Concrete is not to be placed under water. A suitable means shall be provided for lowering the water level below surfaces upon which concrete is to be placed. This may require excavating approximately 12 inches below the bottom of the concrete surface and refilling with gravel and compacting. The groundwater shall not be allowed to rise to the bottom of the concrete until 24 hours after the concrete has been completed. Water shall not be allowed to fall upon or run across the concrete during this period.
- G. Protection and Curing. Concrete protection and curing shall be in conformance with ACI 308-71. Immediately after placing or finishing, concrete surfaces not covered by forms shall be protected from loss of surface moisture. All concrete shall be kept in a moist condition for at least five (5) days after placement. Curing compounds may be used upon approval of the Engineer.

3.05 SLABS ON GRADE

All slabs on grade shall be poured directly on the vapor barrier and prepared gravel subgrade where shown on the Construction Drawings. Construction joints shall be placed such that no section of slab is greater than 25 feet on a side. Finishes, Expansion & Control Joints & Protection shall be as specified under other sections of this section.

Minimum six-inch (6") Class 6 aggregate base course shall be installed under the entire slab unless otherwise directed by the Engineer. The grading requirements as per Section 02222 for the aggregate course shall apply.

3.06 CONCRETE FINISHES

- A. Patching. Patching shall be done on all concrete surfaces immediately after stripping forms; all exposed surfaces shall have fins and other projections carefully removed, offsets leveled, and voids saturated with water and patched to a true and even surface with a wood float. Patch all holes left by the removal of the form ties or bolts. Patching material shall be a stiff mixture of sand and cement, the color of which matches the concrete being patched. Any major area of faulty or honeycombed concrete shall be completely removed and patched at the direction of the Engineer.
- B. Floor slabs. All concrete slabs shall be screened to levels or grades indicated and float finished monolithically completely free from humps or pits. Slabs shall not show surface deviation in excess of one-quarter inch (1/4") when tested with a 10 ft. straight-edge. Before the finish has set, the surface cement film shall be removed with a fine brush in order to have a fine-grained, smooth but sanded texture.
- C. Rubbed finish. All exposed concrete surfaces shall have a rubbed finish. After removal of forms, rubbing of all exterior surfaces shall be started as soon as its condition will permit. Immediately before starting this Work, the concrete shall be kept thoroughly saturated with water. Sufficient time shall have elapsed before the wetting down to allow the mortar used in the pointing to thoroughly set. Surfaces to be finished shall be rubbed with a medium course carborundum stone, using a small amount of mortar on its face. The mortar shall be composed of cement and fine sand mixed in the same proportions as the concrete being finished. Rubbing shall be continued until all form marks, projections and irregularities have been removed, all voids filled and a uniform surface has been obtained. The paste produced by this rubbing shall be left in place.

After all concrete above the surface being treated has been cast, the final finish shall be obtained by rubbing with a fine, carborundum stone and water. This rubbing shall be continued until the entire surface is of a smooth texture and uniform color.

After the final rubbing is completed and the surface has dried, it shall be rubbed with burlap to remove loose powder and objectionable marks.

- D. Chamfer. All exterior corners shall receive 3/4" chamfer.

3.07 REINFORCING.

- A. Placing Reinforcement. Reinforcing steel, at the time concrete is placed, shall be free from scale, rust or other coatings that will destroy or reduce bond. Reinforcement shall be accurately placed as shown on the Construction Drawings and shall be adequately secured in position by concrete or metal chairs and spacers.

Reinforcing shall be furnished in the full lengths indicated on the Construction Drawings unless otherwise authorized by the Engineer. Splicing of bars, except where shown on the Construction Drawings or specified, shall not be permitted without written approval by the Engineer. Reinforcement placed in any member shall be inspected before any concrete is

placed and the Engineer shall be notified 24 hours in advance before any concrete placement.

The placing, fastening, splicing and supporting of reinforcing steel and welded wire fabric shall be in accordance with the Construction Drawings and the latest edition of the CRSI "Recommended Practice for Placing Reinforcing Bars" and in accordance with ACI 318-77. Bars shall be placed around all corners to splice steel in adjacent walls, footers and slabs (such detailing may not be shown on Construction Drawings).

- B. Concrete Protection & Reinforcement. Where not otherwise indicated on the Construction Drawings, the minimum thickness of concrete over the reinforcement shall be as follows:
1. Concrete deposited against earth: 3"
 2. Slabs and walls not exposed to weather or earth: 1"
 3. All other concrete placed in forms:
 - For bars larger than #5: 2"
 - For bars #5 or smaller: 1-1/2"
- C. Bearing Plates, anchor bolts, etc.
Place all bearing plates, anchor bolts, reinforcing rods and other structural items furnished by other trades. Contractor to provide 7-day notice to all such trades prior to affected pour. Installation to be within tolerances required by other trades.

PART 4 FIELD QUALITY CONTROL

4.01 CONCRETE TESTS

6" x 12" cylinders shall be taken at the point of placing in the forms, shall be job cured and tested in accordance with ASTM Standards by the Engineer. For each strength of concrete used, one set of four (4) cylinders for each day's pour, but not less than one (1) set of cylinders for each 100 cubic yards poured shall be taken. Two (2) cylinders at seven (7) days and two (2) cylinders at twenty-eight (28) days shall be tested. In addition, when in the opinion of the Engineer there is a possibility of the surrounding air temperature falling below 40° F, additional specimens to be cured under job conditions may be required.

4.02 ENFORCEMENT OF STRENGTH REQUIREMENTS

Should the strengths shown by the test specimens fall below the specified values, the Engineer shall have the right to require changes in proportions to apply on the remainder of the Work.

If concrete fails to meet the strength requirements of this specification, the Engineer may order the Contractor to have a testing laboratory, acceptable to the Engineer, take and test core samples of questionable concrete. The Engineer may order all low-strength concrete removed and replaced if core strengths are below specified strengths. All costs connected with concrete coring and removal and replacement of low-strength concrete shall be borne by the Contractor.

Contractor shall repair all core holes at his expense.

4.03 SLUMP TESTS

Engineer to conduct slump tests on each day's pour and on individual trucks whenever concrete consistency varies. Test failure shall be grounds for rejection of individual or batch loads.

4.04 AIR CONTENT

Engineer to conduct air tests on each day's pour and on individual trucks as determined by the Engineer. Test failure shall be grounds for rejection of entire batch until satisfactory tests are obtained.

END OF SECTION

SECTION 04200**MASONRY****PART 1 GENERAL****1.01 Scope**

Work to be completed under this section shall include all labor, equipment, plant, and materials necessary to furnish and install all masonry units, together with all miscellaneous and appurtenant items required for installation and/or furnished by other trades, as shown on the Plans and as specified herein.

1.02 Related Work Specified Elsewhere.

Section 03300 - Cast-In-Place Concrete

1.03 Reference Standards.

ASTM C476 - Standard Specification for Mortar and Grout for Reinforced Masonry

ASTM C404 - Standard Specification for Aggregates for Masonry Grout

ASTM C144 - Standard Specification for Aggregates for Masonry Mortar

ASTM C55 - Standard Specification for Concrete Building Brick

International Masonry Industry, All-weather Board of Trustees, "Recommended Practices and Guide Specification for Cold Weather Masonry Construction".

1.04 Submittals

Descriptive literature and catalogue cuts on masonry units, reinforcing steel and insulation.

1.05 Protection of Work

Contractor responsible for protection of all work prior to acceptance. Exposed insulation or cells shall be covered to prevent moisture or dirt intrusion.

1.06 Storage of Materials

Materials shall be stored in a dry place and in a manner to prevent damage or intrusion of foreign matter. During freezing weather, all masonry units shall be protected with tarpaulin or other suitable material. Concrete masonry units shall be stored under covers that will permit circulation of air and prevent excessive moisture absorption. Cement, lime and air-settling mortars shall be stored in watertight sheds with elevated floors. Reinforcement shall be protected from the elements; immediately before placing, reinforcement shall be free from loose rust, ice or other foreign coatings that will destroy or reduce the bond. Concrete masonry units shall be protected against wetting prior to use. Deliver packaged material in original manufacturer's containers. Materials showing evidence of water or other damage are subject to rejection.

PART 2 MATERIALS**2.01 Concrete Masonry Units (CMU's)**

Units shall conform to ASTM C90 specifications. All units shall be Type I. Units below grade or exposed to weather shall be Grade N. Other units may be Grade S. Crushing strength, f'm

= 1350 psi.

Units shall be in modular sizes with standard 8" width or 4" width as required. Corner units shall have square external corners. Jamb units at windows, bond beam units and other special units shall match the approved samples for the type of construction and locations designated. Units shall not contain iron spots or other substances that will strain plaster or paint.

2.02 Joint Reinforcement

Steel reinforcement for use in horizontal bed joints of concrete masonry units and other locations as hereinafter specified shall be prefabricated truss design type formed of zinc-coated cold drawn steel wire conforming to ASTM A82 and A116 of Class 3 coating. Side wire shall be formed of 9-gauge rod; cross rods shall be of 9 gauge, smooth or deformed wire, butt welded to side wires in the same plan at contact points. Special formed pieces shall be provided at corners and wall intersections. Reinforcing shall be of proper widths for the wall thicknesses shown. Reinforcing shall be Standard Type Fur-O-Wall, Rewal or approved equal. Unless otherwise noted on the plans, reinforcement in masonry walls shall be installed in the first and second bed joints above lintels, below sill at openings and below bond beams around the entire top of the perimeter walls of the building. Elsewhere, reinforcing shall be installed in bed joints at 16" vertical intervals. Side rods shall be lapped horizontally a minimum of 6". Joint reinforcement embedded in horizontal mortar joints shall have not less than 5/8" mortar coverage from the exposed face.

2.03 Reinforcing Steel

See Section 03300, Part 2.07.

2.04 Mortar and Grout

Shall conform to the property requirements of ASTM C476. Proportion mix to meet strength and other requirements.

2.05 Portland Cement

See Section 03300, Part 2.01.

2.06 Loose Fill Insulation.

Zonolite, Permalite or approved equal water-repellent masonry fill insulation.

2.07 Masonry Cement. Cement shall conform to ASTM Specification C91. Cement shall be gray.

2.08 Lime

Hydrated lime shall be Type S conforming to ASTM Specification C207. Quicklime shall conform to ASTM Specification C5; it shall be slaked in accordance with the manufacturer's directions.

2.09 Lime Putty

Putty shall be a stiff mixture of lime and water. Keep putty moist until used. Putty made from quicklime shall be slaked and allowed to soak at least 24 hours before using. Putty made from Type S hydrated lime may be used immediately after mixing.

2.10 Sand

Sand shall conform to ASTM Specification C144 except that sand for mortar in 1/4 inch wide joints shall pass a No. 16 sieve.

2.11 Mixing Water
Water shall be clean and potable.

2.12 Coarse Aggregate for Masonry Grout
Aggregate shall conform to ASTM Specification C404.

PART 3 METHODS AND PROCEDURES

3.01 Mixing Mortar
Mix all cementitious materials and sand in a mechanical batch mixer for a minimum of 5 minutes. Adjust the consistency of the mortar to the satisfaction of the mason, but add only as much water as is compatible with convenience in using the mortar. If the mortar begins to stiffen from evaporation or from absorption of a part of the mixing water, re-temper the mortar immediately by adding water and remix the mortar. All mortar shall be used within 2 1/2 hours of the initial mixing. It shall not be used after it has begun to set.

3.02 Other Trades
Other trades shall be consulted and provisions made such that the installation of their work is permitted in a manner to avoid butting and patching. Install, by way of example, anchor bolts, bearing plates, pipe and conduit openings and sleeves, HVAC openings and other knockouts required by other trades. Provide minimum 7-day notice to Owner, Engineer and other trades prior to requiring materials or detailing information. Build in work specified under other sections, as necessary and as the work progresses in accordance with requirements or other trades. Masonry contractor not responsible for installation of materials running within walls such as concealed conduit and piping.

3.03 Laying Masonry Units
All units shall be set plumb and true to line. All units shall be laid with level horizontal joints. Units shall be laid in "running bond" unless otherwise shown.

All interior masonry partitions unless otherwise shown shall terminate 1/2 inch from structural ceilings and a 1/2-inch thick by 8-inch wide expansion joint material installed thereon.

Where electric conduit, outlet and switch boxes occur, units shall be ground and cut before building in service. Work shall be coordinated with electrical subcontractor. Cutting of all units exposed in finished work shall be done with an approved type of power saw. Work must also be coordinated with plumbing subcontractor where plumbing occurs in masonry partitions.

Masonry units shall be reinforced horizontally with continuous joint reinforcement placed not to exceed 16" on center vertically in exterior walls and in non-load bearing partitions.

Bond each course at corners in a masonry bond and at intersections with metal ties, anchors or joint reinforcement spaced as above.

Partitions of all units that abut exterior walls, columns and other partitions shall be bonded in or be anchored thereto once every 16 inches in height. Where anchors are used they shall be 1/8 x 1 1/2-inch zinc coated steel anchors with ends turned up 2 inches and extending 4 inches into wall and not less than 8 inches onto partitions; or anchors may be of type to fit the slats in concrete.

Interior joints of all masonry construction shall be "flush". Exterior joints of all masonry

construction shall be "concave".

3.04 Special Requirements

Masonry shall not be laid when the temperature of the outside air is below 40°F., unless suitable means as approved by the Engineer are provided to heat materials, protect work from cold and frost and ensure that mortar will harden without freezing. (No anti-freeze ingredient shall be used in the mortar).

The facing material shall be protected against staining and tops of walls kept covered with non-staining waterproof coverings when work is not in progress. When work is resumed, top surface of work shall be cleaned of all loose mortar and in drying weather thoroughly wet except for concrete masonry units.

Where fresh masonry joins masonry that is partially set or totally set, clean the exposed surface of the set masonry and wet it lightly so as to obtain the best possible bond with the new work. Remove all loose brick and mortar. If it is necessary to "stop off" a horizontal run of masonry, this shall be permitted only with the Engineer's approval. (Toothing will not be permitted).

All reinforced hollow unit masonry shall be built to preserve the unobstructed vertical continuity of the cells to be filled. Walls and webs forming such cells to be filled shall be full bedded in mortar to prevent leakage of grout. All head (or end) joints shall be solidly filled with mortar for a distance of the longitudinal face shells. Bond shall be provided by lapping units in successive vertical courses or by equivalent mechanical anchorage.

Vertical cells to be filled shall have vertical alignment sufficient to maintain a clear, unobstructed continuous vertical cell measuring not less than 2 inches by 3 inches.

All cells containing reinforcement shall be filled solidly with grout. Grout shall be poured in lifts of 8 feet maximum height. All grout shall be consolidated at time of pouring by puddling or vibrating and then reconsolidated by again vibrating.

When total grout pour exceeds 8 feet in height, the grout shall be placed in 4 foot lifts and special inspection during grout shall be required. Minimum cell dimension shall be 3 inches.

When the grouting is stopped for one hour or longer, horizontal construction joints shall be formed by stopping the pour of grout 1 inches below the top of the uppermost unit.

Steel in lintels shall be set in beds of mortar. Spaces around jambs and heads of metal door bucks and frames shall be filled solidly with mortar.

Bond beams or concrete caps along the top of the walls shall be provided with the necessary and required bearing plates, anchor bolts, expansion joint filler, etc. and welds and connections of the pre-cast concrete components to the walls shall be made by the contractor under this section.

3.05 Insulation

Loose fill insulation shall be poured directly from the bag. Block joints at columns or other vertical members shall be mortared in to prevent leakage. All block throughout the entire job is to be filled except interior partitions.

PART 4 FIELD QUALITY CONTROL

4.01 General

All mortar smears and mortar chucks shall be cleaned from all exposed surfaces or surfaces to receive paint. Point all joints as directed by Engineer removing joint material sufficient to allow uniform joint after repair. Receive approval of finished wall.

END OF SECTION

DIVISION 6

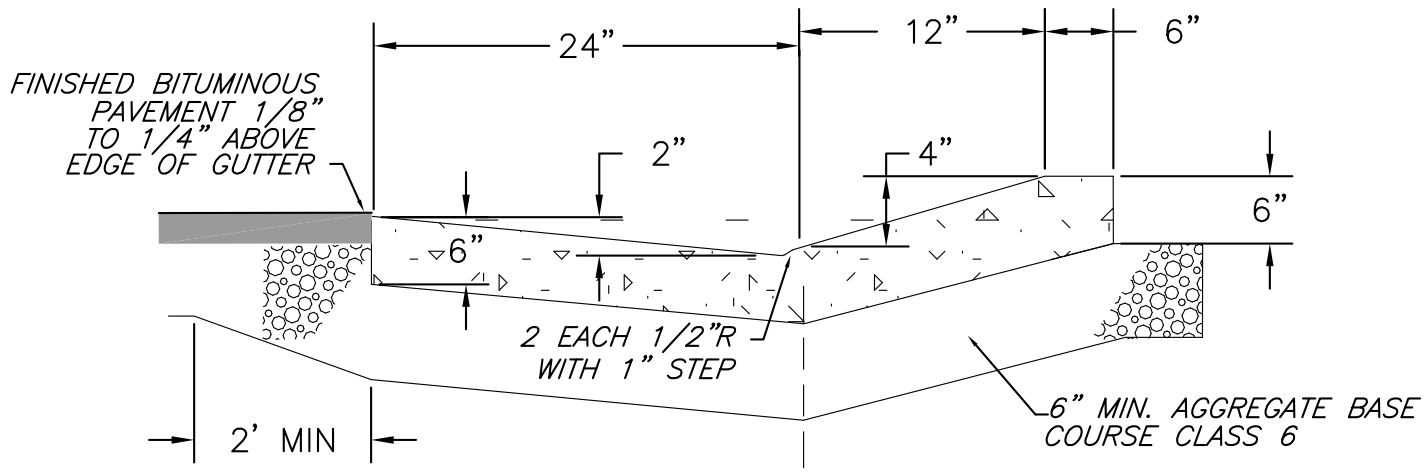


Division 6 Standard Details

INDEX

STANDARD DETAILS

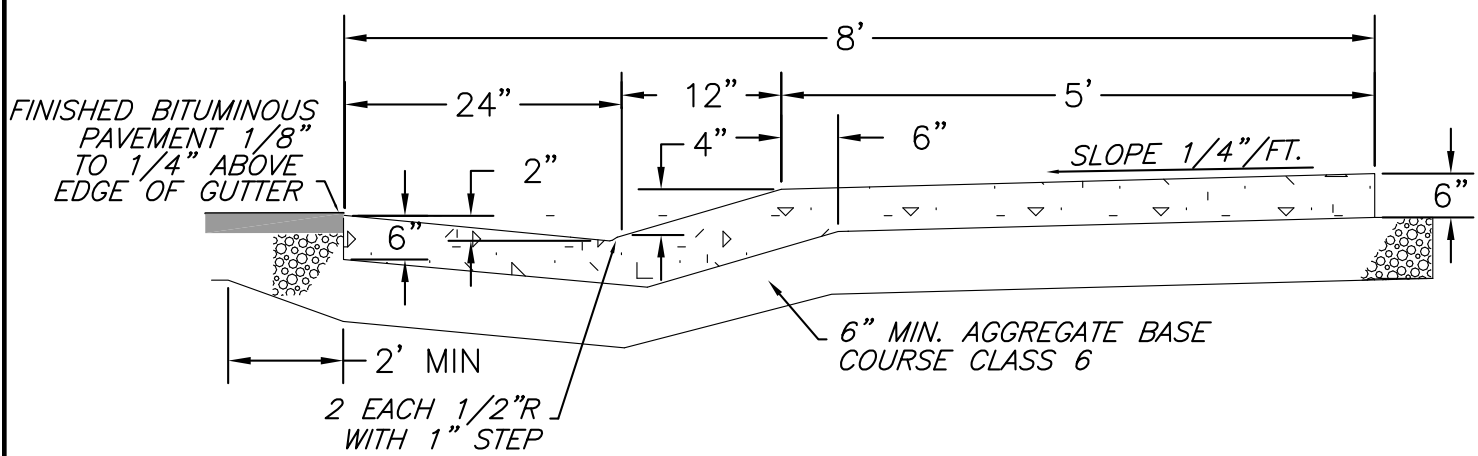
Street Details.....	DR1-DR11
Water Details	W1-W11
Road Details.....	R1-R4
Sanitary Sewer Details.....	S1-S12



DRIVE OVER CURB & GUTTER

N.T.S.

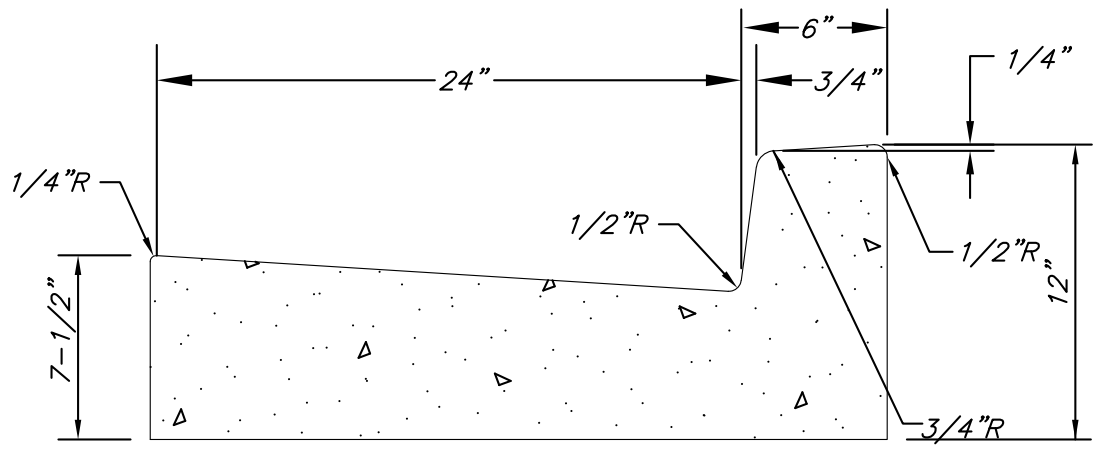
NOTE:
PROVIDE FIBERMESH REINFORCEMENT IN
CONCRETE MIX AT 1 1/2 # PER CU.YD.



DRIVE OVER CURB & GUTTER WITH ATTACHED SIDEWALK

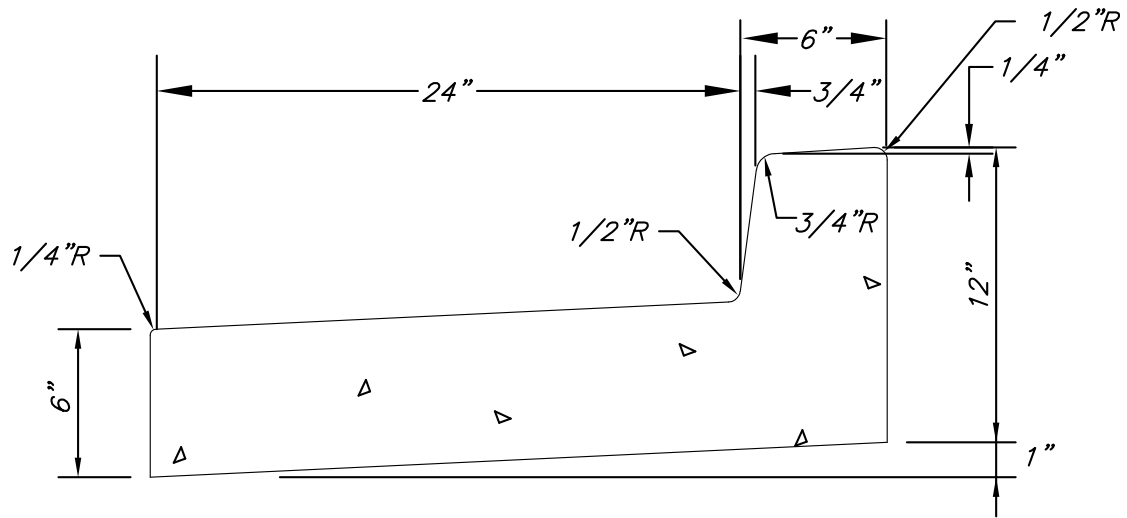
N.T.S.

DRIVE OVER CURB AND GUTTER DETAILS	
TOWN OF FAIRPLAY	
NOT TO SCALE	DWG: DR-1



STANDARD CURB & GUTTER

SCALE: 1 1/2" = 1'-0"

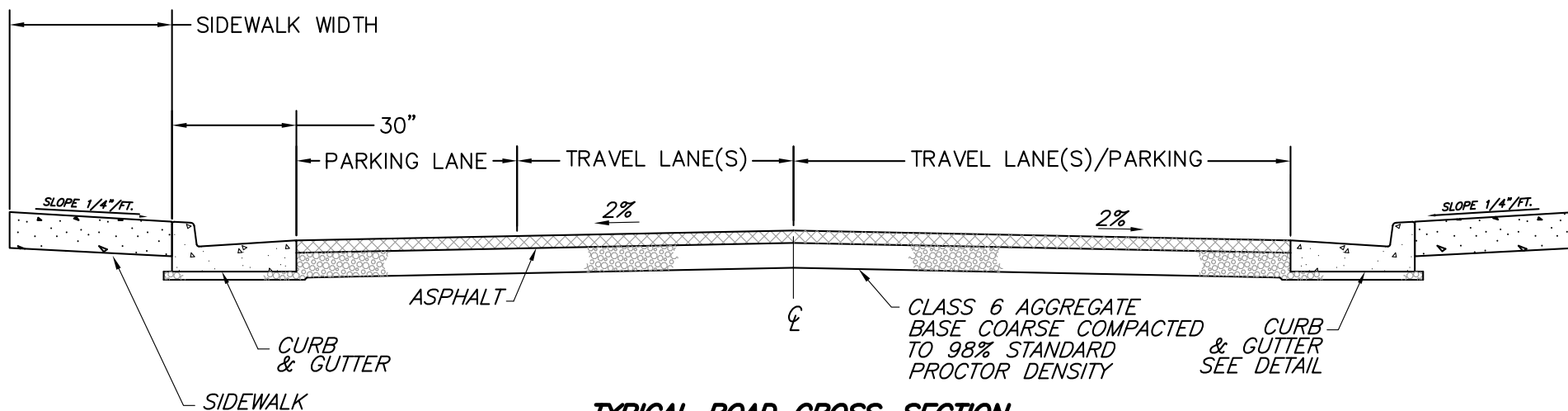


INVERTED CURB & GUTTER

SCALE: 1 1/2" = 1'-0"

30" CURB AND GUTTER DETAILS	
TOWN OF FAIRPLAY	
NOT TO SCALE	DWG: DR-2

RIGHT OF WAY (R.O.W.)



TYPICAL ROAD CROSS-SECTION

N.T.S.

ROAD TYPE	ROW WIDTH	TRAVEL LANE(S) WIDTHS	PARKING LANE WIDTH	TRAVEL/PARKING LANE WIDTH	SIDEWALK WIDTH	ASPHALT/ROADBASE THICKNESS (INCHES)
COLLECTOR STREET	60 FEET	12 FEET	10 FEET	20 FEET	4 FEET	5" ASPH / 6" BASE
LOCAL RESIDENTIAL	60 FEET	12 FEET	--	20 FEET	4 FEET	3" ASPH / 6" BASE

NOTES:

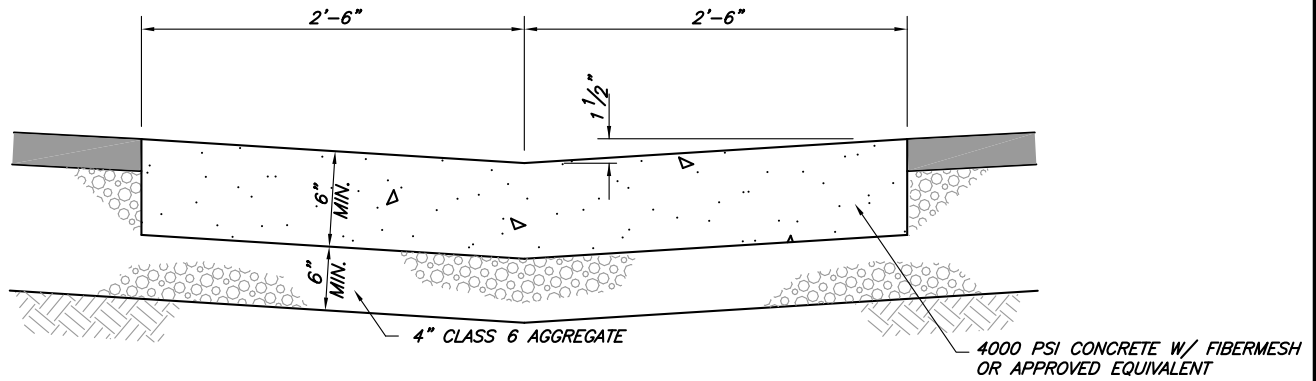
- #1 ASPHALT AND BASE DEPTHS IDENTIFIED ARE MINIMUMS. PROVIDE DEPTHS AS DETERMINED BY SOILS REPORT AND ENGINEER'S DESIGN BASED UPON PROJECTED TRAFFIC CONDITIONS, LOADING AND SOIL STRENGTHS.
- #2 LOCAL STREET OR CUL-DE-SAC WITHOUT ON-STREET PARKING MUST BE APPROVED BY THE TOWN BY VARIANCE REQUEST.

TYPICAL ROADWAY SECTIONS

TOWN OF FAIRPLAY

NOT TO SCALE

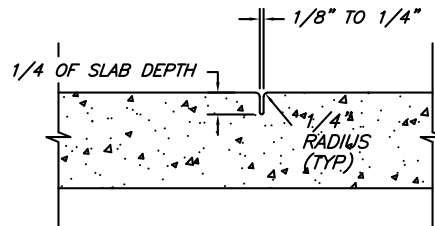
DWG: DR-3



- 1) CONCRETE THICKNESS SHALL BE 6" UNDER STANDARD CIRCUMSTANCES.
- 1) CONCRETE THICKNESS SHALL BE 8" IN ALLEYS AND COMMERCIAL DRIVEWAYS.

VALLEY PAN DETAIL SECTION

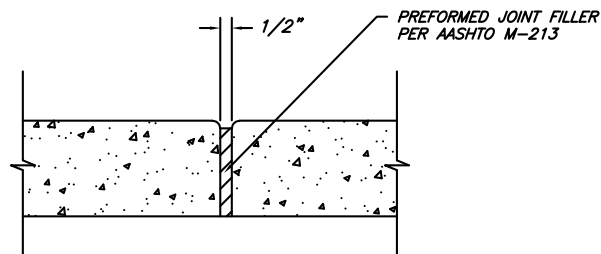
N.T.S.



NOTE: LOCATION OF CONTRACTION JOINTS TO BE AS DETAILED OR AS DETERMINED IN FIELD WITH AND APPROVED BY TOWN.

STANDARD CONTRACTION JOINT

N.T.S.



NOTE: EXPANSION JOINTS TO BE LOCATED ADJACENT TO ANY EXISTING CONCRETE OR FIXED STRUCTURE.

STANDARD EXPANSION JOINT

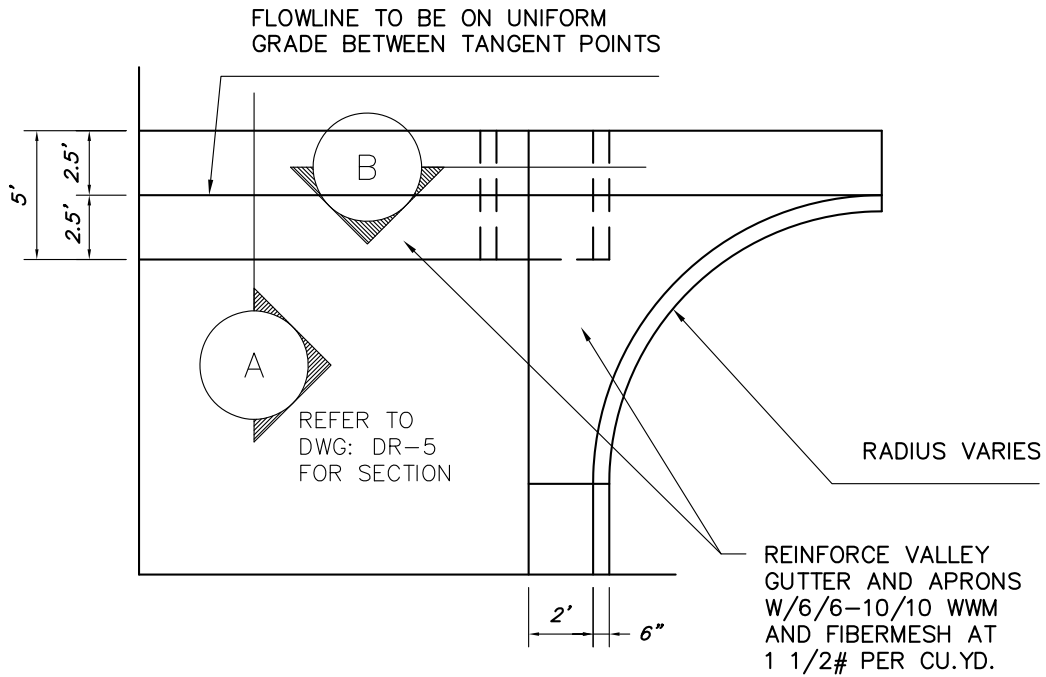
N.T.S.

**VALLEY PAN DETAIL AND
EXPANSION AND CONTRACTION
JOINT DETAILS**

TOWN OF FAIRPLAY

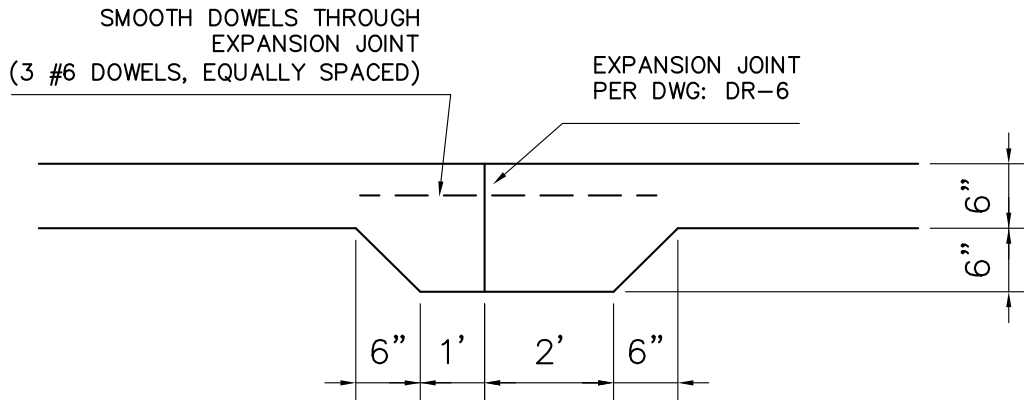
NOT TO SCALE

DWG: DR-4



PLAN VIEW

N.T.S.



SECTION

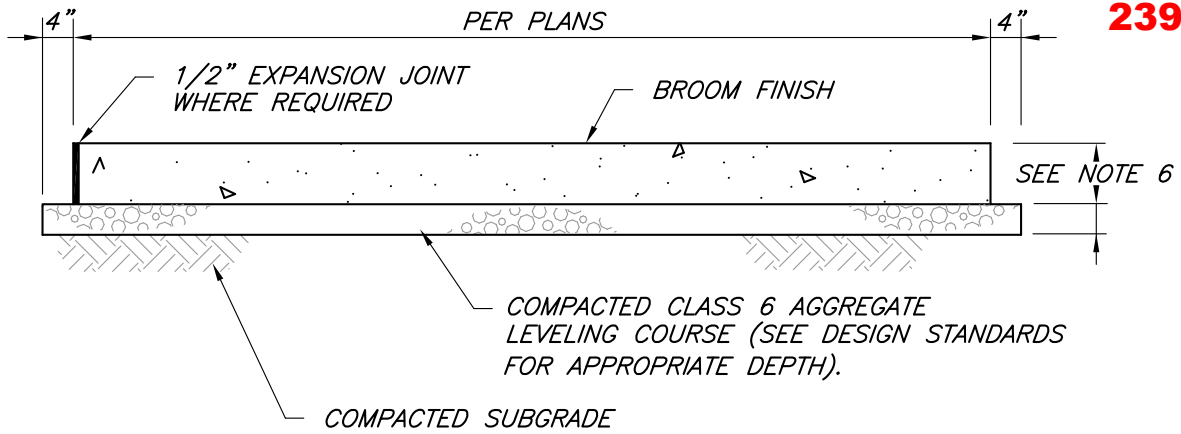


**VALLEY PAN
AT INTERSECTION**

TOWN OF FAIRPLAY

NOT TO SCALE

DWG: DR-5

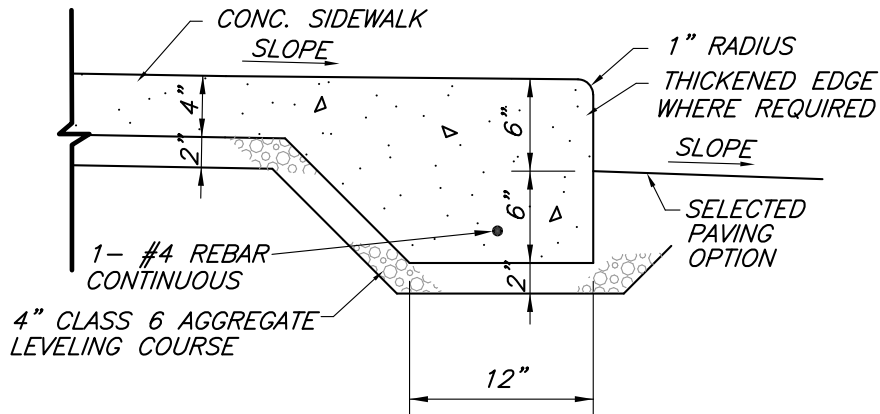


NOTES:

- 1) EXPANSION JOINTS: NO MORE THAN 100' ON CENTER AND AT DRIVEWAYS.
- 2) DUMMY JOINTS: 1" DEEP BY 1/8" - 1/4" WIDTH AT INTERVALS EQUAL TO
- 3) USE 1/4" RADIUS ON ALL EDGES.
- 4) USE 6" DEPTH OF CONCRETE.
- 5) CURE FOR 72 HOURS USING CURING COMPOUND, PLASTIC COVERING OR MOISTURE.
- 6) USE 3750 PSI CONCRETE WITH FIBERMESH ADDITIVE AT 1-1/2 LBS./C.Y. MAXIMUM SLUMP 4".
- 7) CONCRETE AND BASE THICKNESS PER TOWN OF FAIRPLAY TECHNICAL SPECIFICATIONS.

CONCRETE SIDEWALK

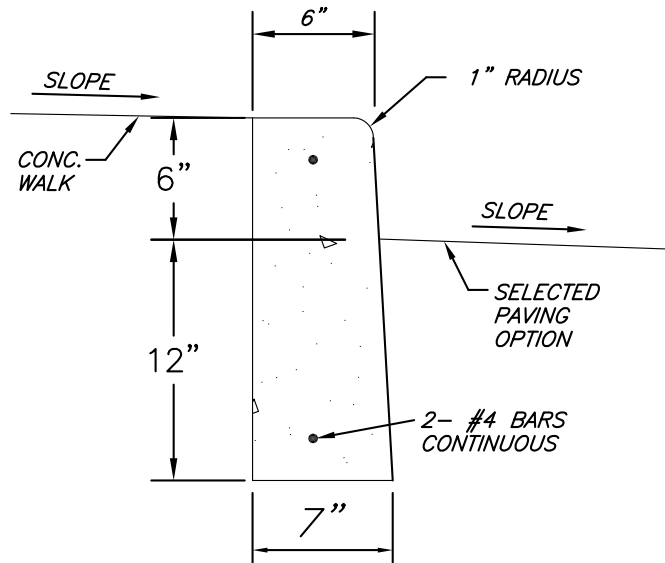
SCALE: 1" = 1'-0"



TYP. DETACHED SIDEWALK W/ THICKENED EDGE

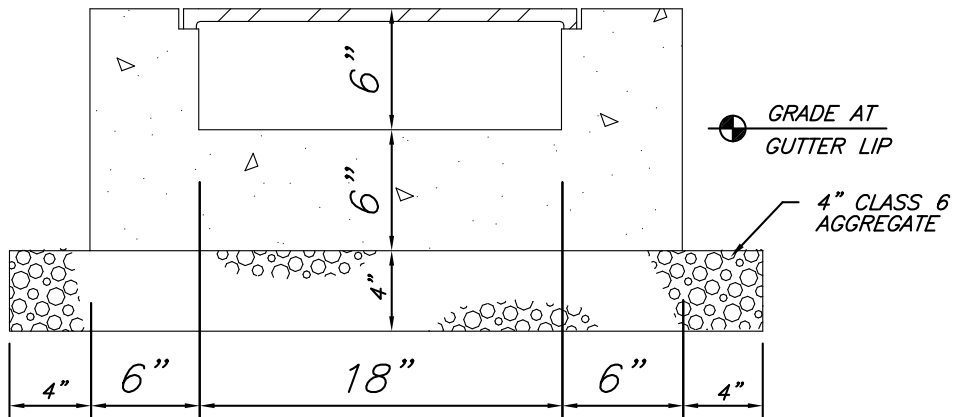
SCALE: 1" = 1'-0"

TYPICAL SIDEWALK AND SIDEWALK W/THICKENED EDGE	
TOWN OF FAIRPLAY	
NOT TO SCALE	DWG: DR-6



CURB DETAIL

SCALE: 1 1/2" = 1'-0"



CONCRETE TRENCH DETAIL

SCALE: 1 1/2" = 1'-0"

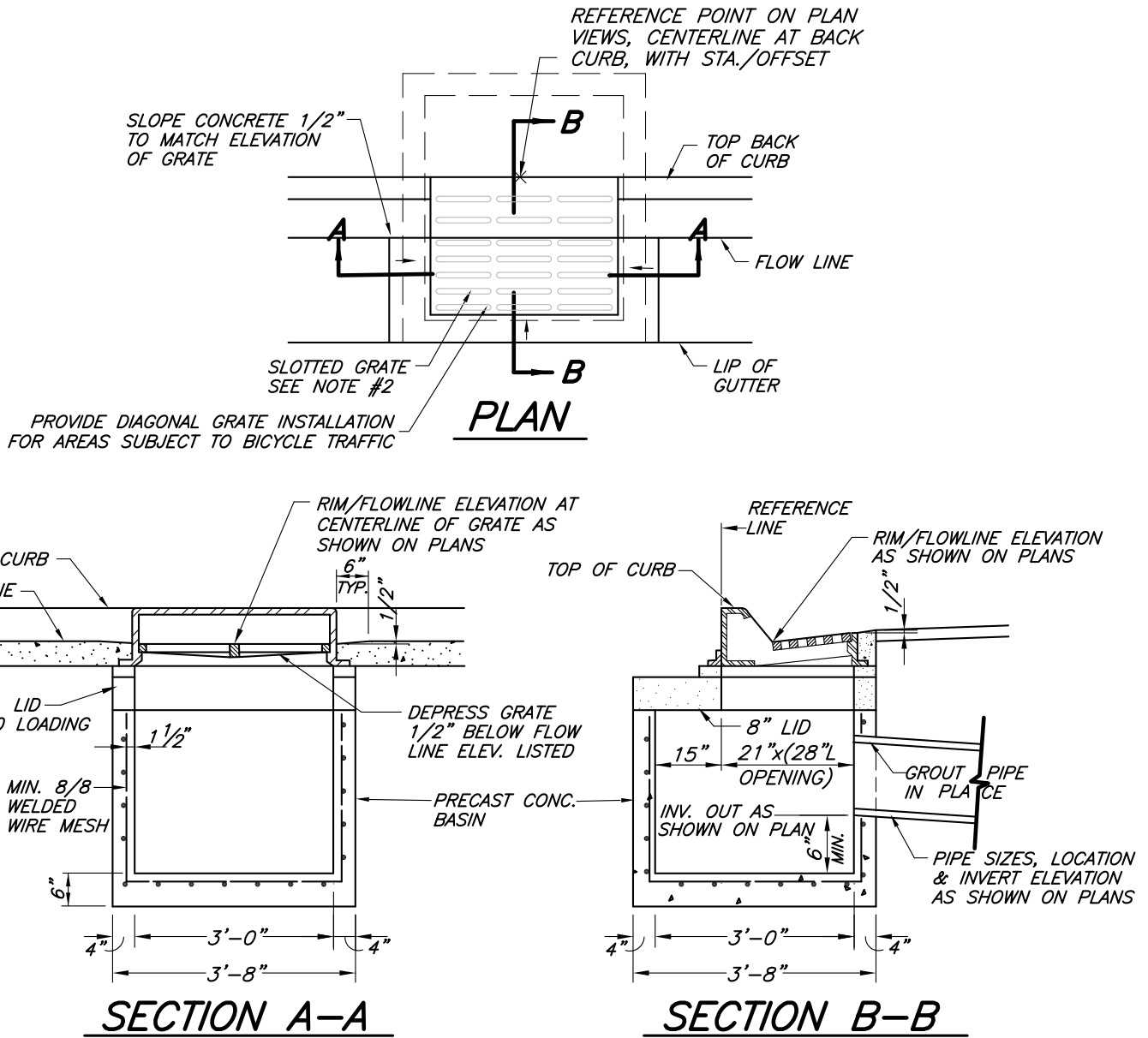
NOTE: TRENCH WIDTH AND TRENCH FRAME AND COVER TO BE DETERMINED BASED UPON A DRAINAGE STUDY

**CURB AND TRENCH
DRAIN DETAILS**

TOWN OF FAIRPLAY

NOT TO SCALE

DWG: DR-7

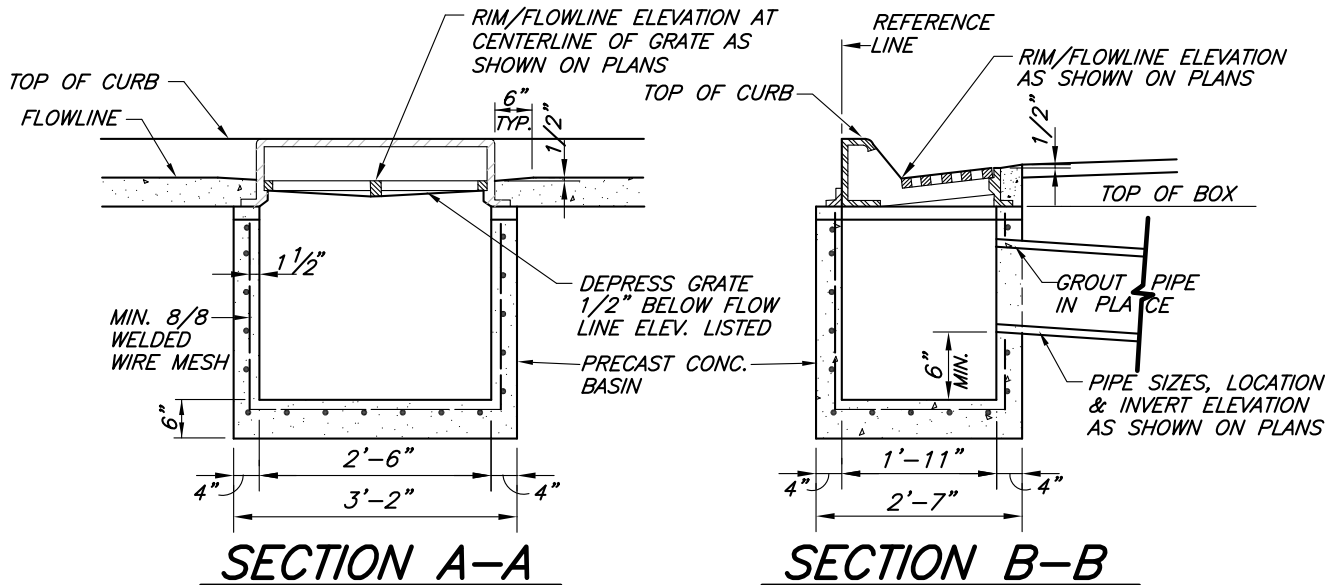
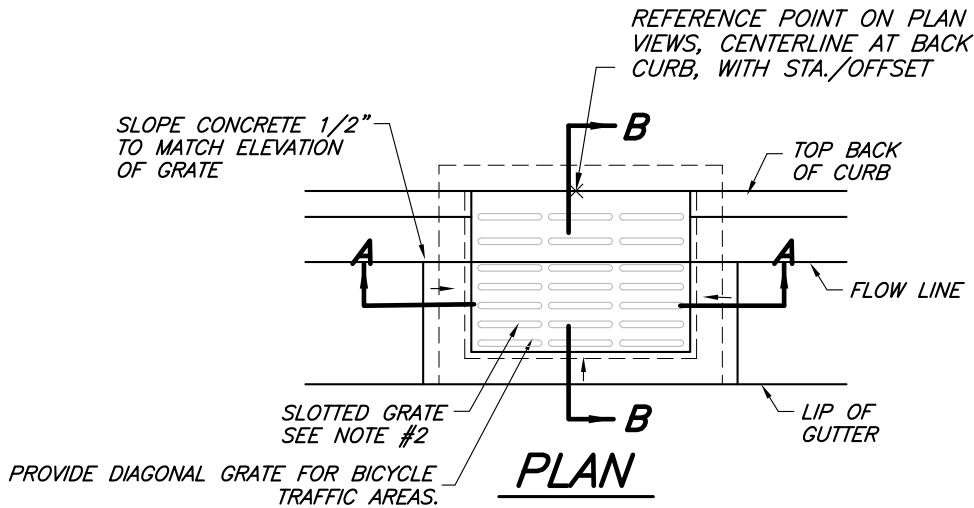


NOTES:

NOT TO SCALE

- 1) FRAME, GRATE & CURB INLET TO BE NEENAH R-3501-P OR APPROVED EQUAL. SEE BELOW.
- 2) DOUBLE INLET FRAME, GRATE & CURB INLET TO BE NEENAH R-3504-F OR APPROVED EQUAL. (ABUTTING SIDE FLANGES TO BE OMITTED TO FORM DOUBLE). THE CONCRETE BASIN FOR THE DOUBLE INLET SHALL BE THE SAME AS SHOWN, EXCEPT THAT THE OVERALL WIDTH OF SECTION A-A SHALL BE 6'-10" RATHER THAN 3'-8".
- 3) FRAME & GRATE SHALL BE ASPHALT PAINT-DIPPED BY MANUFACTURER.
- 4) PRECAST CONCRETE ADJUSTMENT RINGS (IF REQUIRED) SHALL BE GROUTED IN PLACE.
- 5) SET GRATE W/ CONC. LEVELING COURSE TO MATCH LONGITUDINAL SLOPE OF THE ROAD.
- 6) CAST IN PLACE INLET BOXES ARE AN ACCEPTABLE ALTERNATIVE TO PRE-CAST GIVEN WRITTEN APPROVAL FROM TOWN.
- 7) GRATE AND FRAME SPECIFIED ARE FOR MOUNTABLE CURB AND GUTTER INSTALLATIONS. PROVIDE NEENAH R-3227-D CURB INLET FRAME, DIAGONAL GRATE AND CURB BOX FOR VERTICAL CURB INSTALLATIONS.

DRAIN INLET TYPE 1	
TOWN OF FAIRPLAY	
NOT TO SCALE	DWG: DR-8



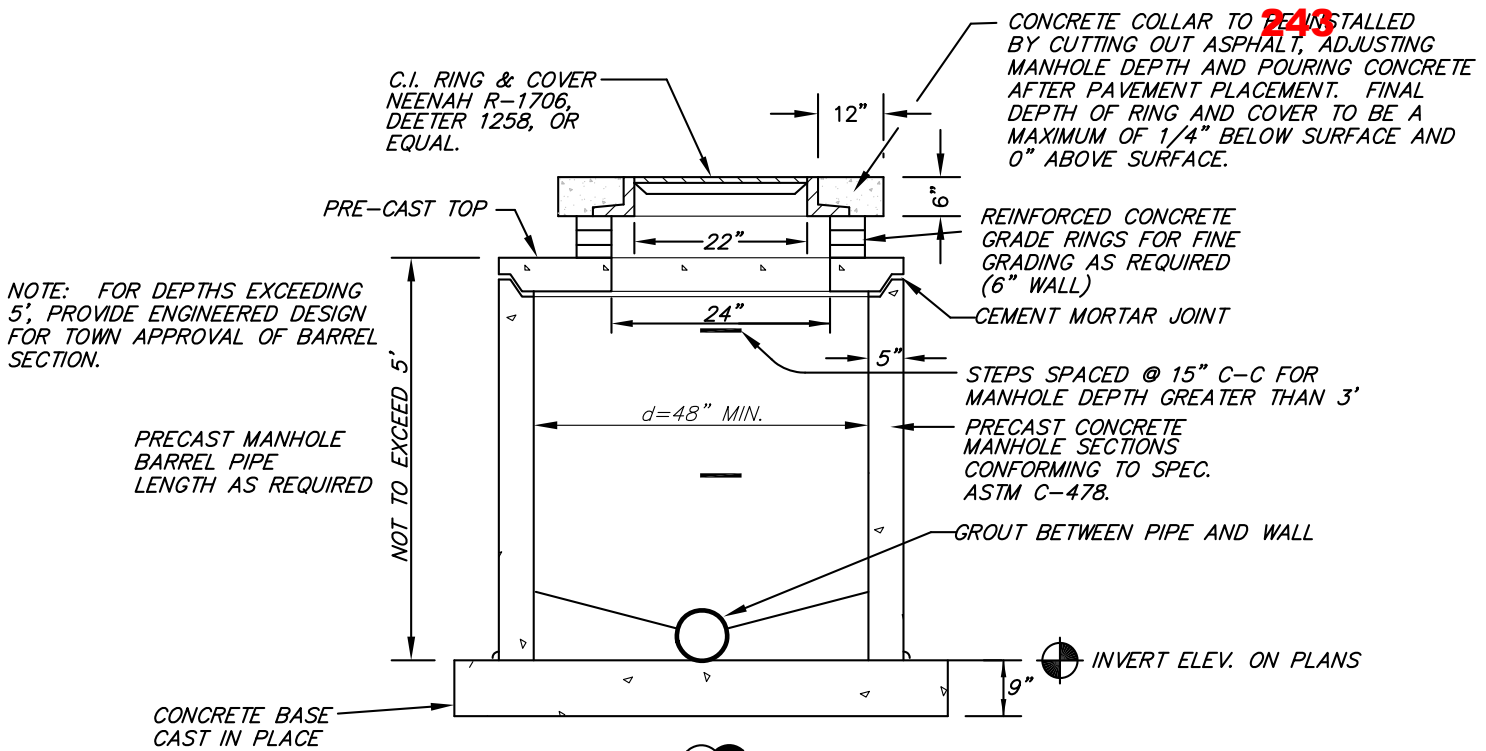
TYPE II DRAIN INLET

N.T.S.

NOTES:

- 1) FRAME, GRATE & CURB INLET TO BE NEENAH R-3501-P OR APPROVED EQUAL.
- 2) DOUBLE INLET FRAME, GRATE & CURB INLET TO BE NEENAH R3504-F OR APPROVED EQUAL. (ABUTTING SIDE FLANGES TO BE OMITTED TO FORM DOUBLE). THE CONCRETE BASIN FOR THE DOUBLE INLET SHALL BE THE SAME AS SHOWN, EXCEPT THAT THE OVERALL WIDTH OF SECTION A-A SHALL BE 6'-10" RATHER THAN 3'-8".
- 3) FRAME & GRATE SHALL BE ASPHALT PAINT-DIPPED BY MANUFACTURER.
- 4) PRECAST CONCRETE ADJUSTMENT RINGS (IF REQUIRED) SHALL BE GROUTED IN PLACE.
- 5) SET GRATE W/ CONC. LEVELING COURSE TO MATCH LONGITUDINAL SLOPE OF THE ROAD.
- 6) INLET FRAME AND GRATE SHOWN ARE FOR MOUNTABLE CURB INSTALLATIONS. PROVIDE NEENAH R-3228-BD CURB INLET FRAME, DIAGONAL GRATE AND CURB BOX FOR VERTICAL CURB INSTALLATIONS.

DRAIN INLET TYPE 2	
TOWN OF FAIRPLAY	
NOT TO SCALE	DWG: DR-9

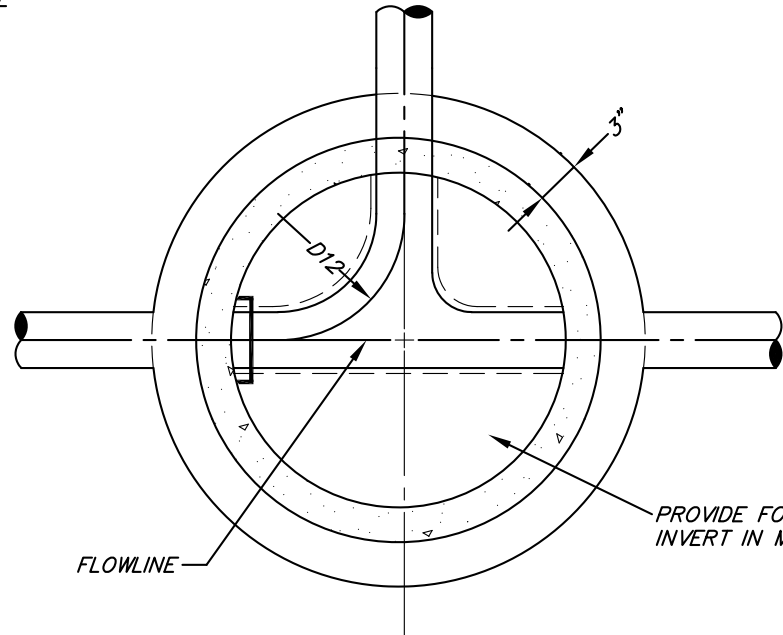


NOTE: FOR DEPTHS EXCEEDING 5', PROVIDE ENGINEERED DESIGN FOR TOWN APPROVAL OF BARREL SECTION.

PRECAST MANHOLE BARREL PIPE LENGTH AS REQUIRED

NOT TO EXCEED 5'

CONCRETE BASE CAST IN PLACE



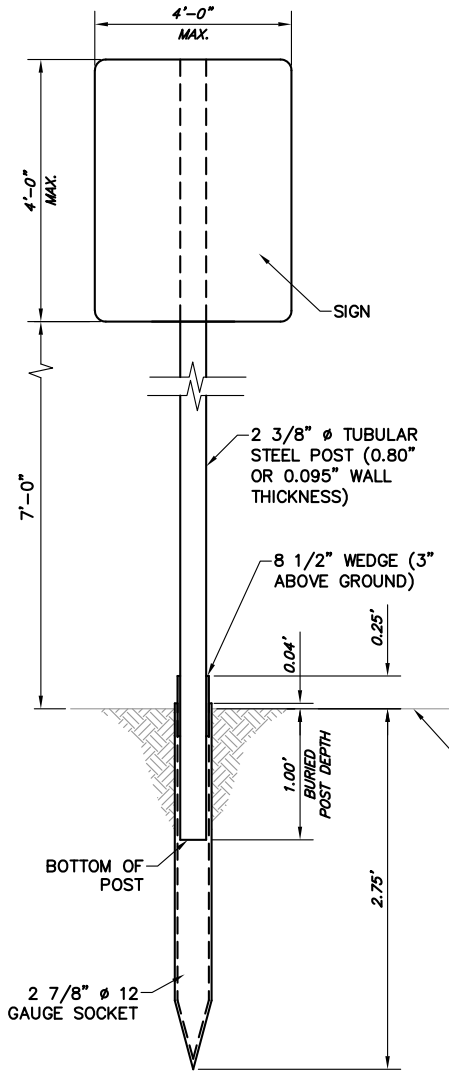
NOTES:

1. Precast rings or metal riser ring course shall be utilized where required with 2 courses minimum and 6 courses maximum (1" minimum, 6" maximum height).
2. Where available from pipe manufacturer, use expandable water stop or special sleeve as per manufacturer's specifications.
3. All bases shall be cast in place or precast concrete; use #4 rebar on 12" c-c both ways in poured bases.
4. Set each ring in a full bed of mortar and grout all inside joints.

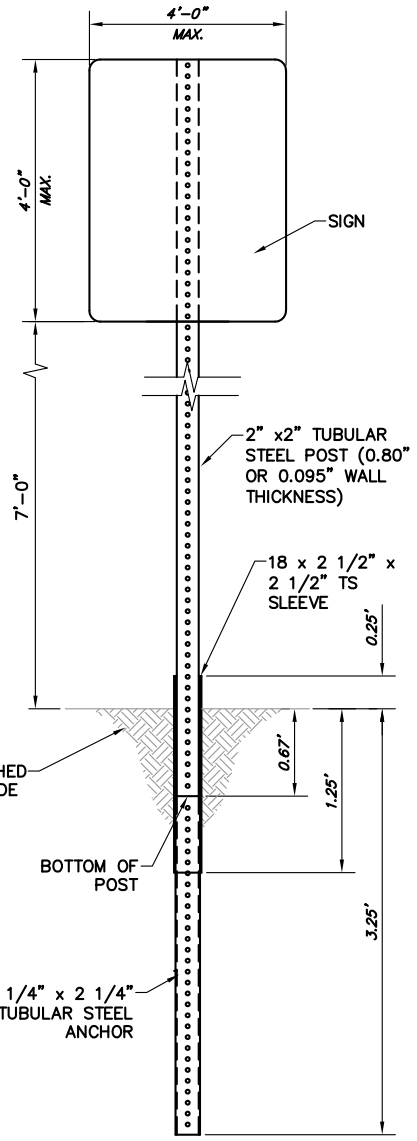
STORM DRAIN MANHOLE DETAIL

N.T.S.

STORM DRAIN MANHOLE	
TOWN OF FAIRPLAY	
NOT TO SCALE	DWG: DR-10



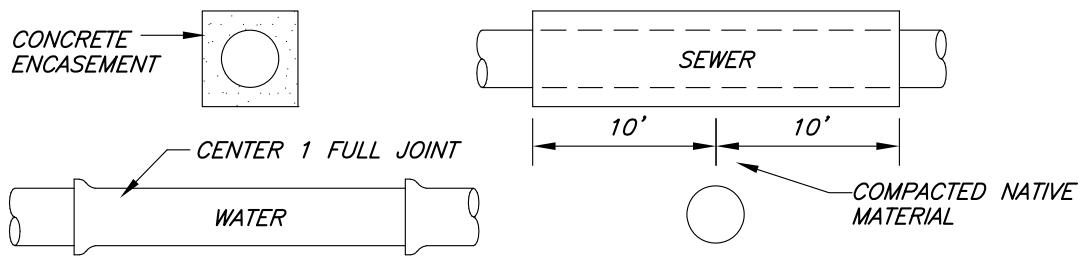
ROUND SIGN POST IN SOCKET DETAIL
NOT TO SCALE



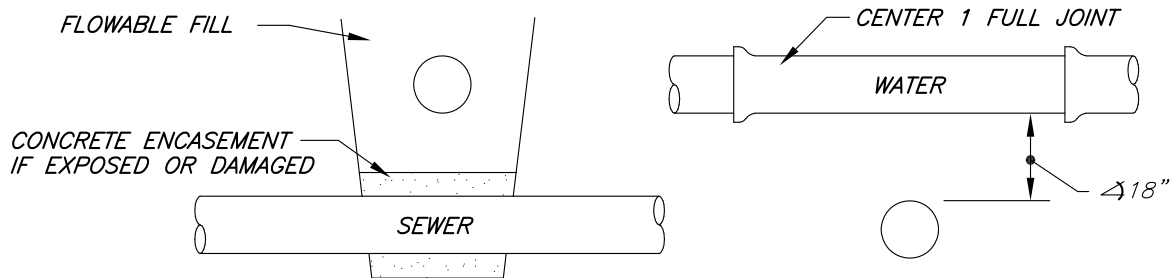
SQUARE SIGN POST IN SLEEVE DETAIL
NOT TO SCALE

SIGN POST DETAIL	
TOWN OF FAIRPLAY	
NOT TO SCALE	DWG: DR-11

CONCRETE ENCASEMENT SHALL HAVE
A MINIMUM OF 6" FROM PIPE TO
OUTSIDE EDGE OF CONCRETE



CONDITION #1: NEW WATER MAIN BELOW EXIST. SEWER MAIN



CONDITION #2: NEW WATER MAIN LESS THAN 18" ABOVE EXIST. SEWER MAIN

- 1) SEWER/WATER LINE TO BE CONSTRUCTED OF ONE JOINT (18' MINIMUM) OF CLASS 50 DUCTILE IRON PIPE, CENTERED ON SEWER/WATER LINE FOR PERPENDICULAR CROSSING. FOR SKEW CROSSINGS, USE D.I.P. PIPE UNTIL HORIZONTAL SEPARATION EXCEEDS 10'.

WATER / SEWER CROSSING

**WATER/SEWER
CROSSING DETAIL**

TOWN OF FAIRPLAY

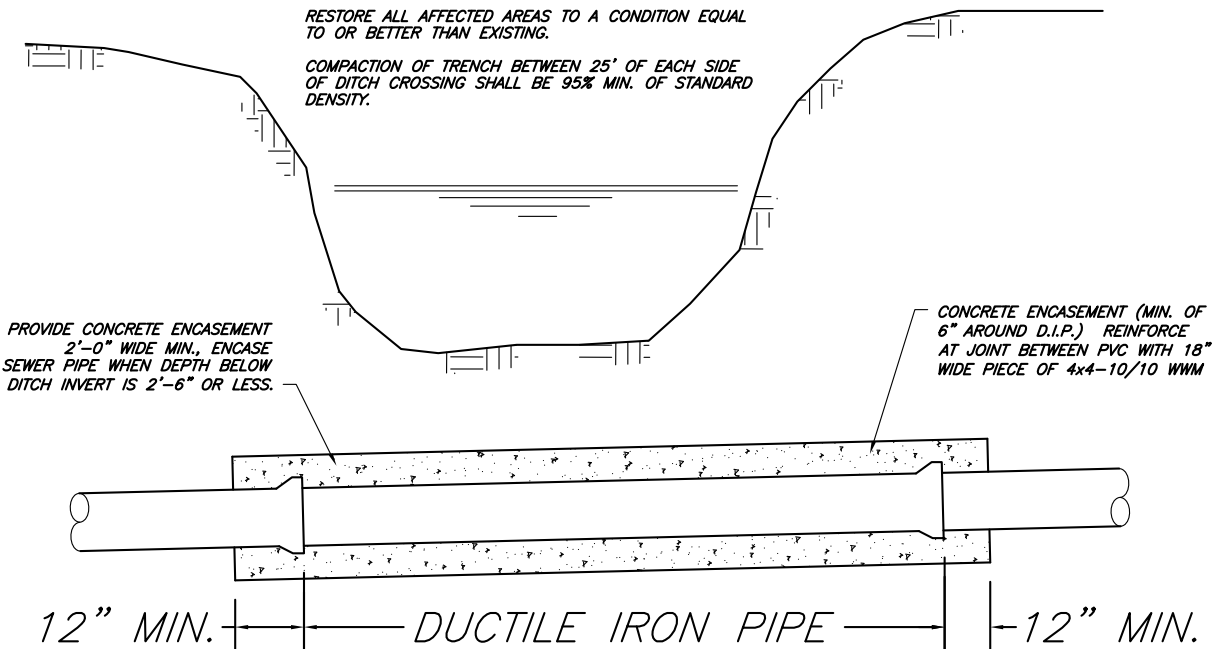
NOT TO SCALE

DWG: W-1

NOTE: WHEN EITHER SIDES OR BOTTOM OF CHANNEL ARE OF GUNITE, CONC. OR MATERIAL OTHER THAN NATURAL SOIL, THE MATERIAL SHALL BE REPLACED IN KIND AFTER CONSTRUCTION OF DITCH CROSSING.

RESTORE ALL AFFECTED AREAS TO A CONDITION EQUAL TO OR BETTER THAN EXISTING.

COMPACTION OF TRENCH BETWEEN 25' OF EACH SIDE OF DITCH CROSSING SHALL BE 95% MIN. OF STANDARD DENSITY.



DITCH CROSSING DETAIL

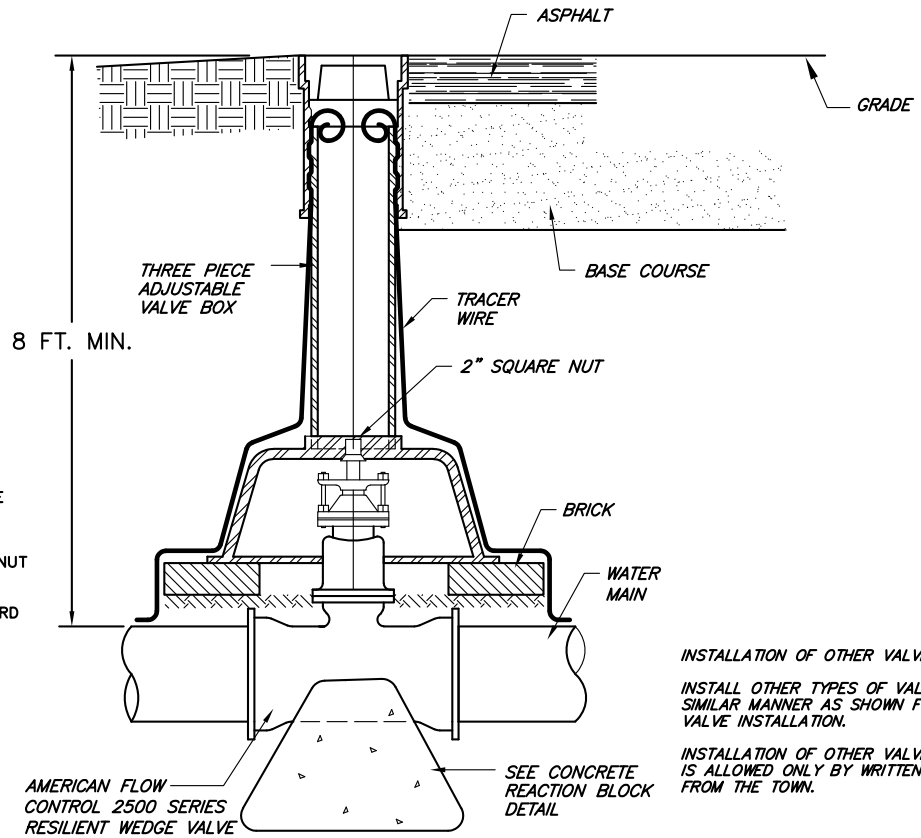
NO SCALE

DITCH CROSSING DETAIL	
TOWN OF FAIRPLAY	
NOT TO SCALE	DWG: W-2

NOTE: IN UNPAVED AREAS, PROVIDE A SLIGHT GRADE FOR FINISH GRADE AWAY FROM TOP OF VALVE BOX.

NOTES:

1. ALL VALVES ADJACENT TO FITTING SHALL BE FLANGE x M.J. FITTING SHALL BE FLANGED NEXT TO VALVE. LINE VALVES TO BE MJ x M.J.
2. DESIGN LOCATIONS OF VALVES ARE OUTSIDE OF CONCRETE CURB/GUTTER AND VALLEY PANS. INSTALLED VALVES WHICH CONFLICT WITH CONCRETE AREAS SHALL BE RELOCATED AT THE CONTRACTOR'S EXPENSE.



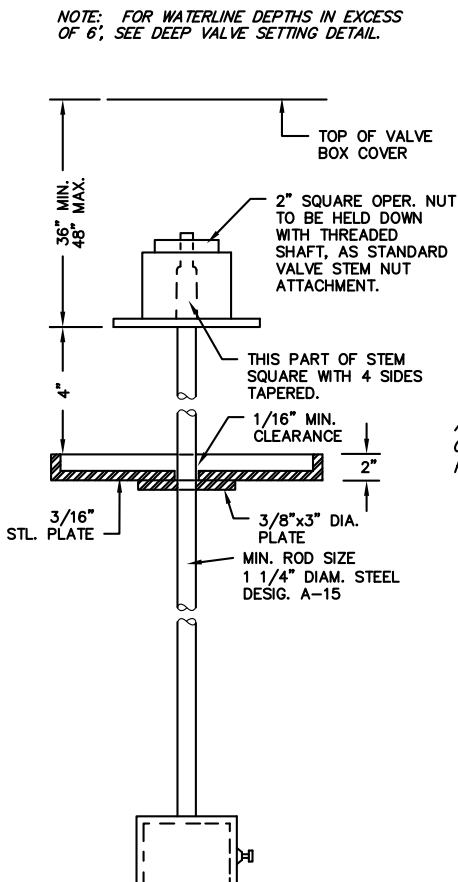
INSTALLATION OF OTHER VALVE TYPES:
INSTALL OTHER TYPES OF VALVES IN A SIMILAR MANNER AS SHOWN FOR THE GATE VALVE INSTALLATION.

INSTALLATION OF OTHER VALVE TYPES IS ALLOWED ONLY BY WRITTEN APPROVAL FROM THE TOWN.

AMERICAN FLOW CONTROL 2500 SERIES RESILIENT WEDGE VALVE
SEE CONCRETE REACTION BLOCK DETAIL

TYPICAL GATE VALVE

N.T.S.



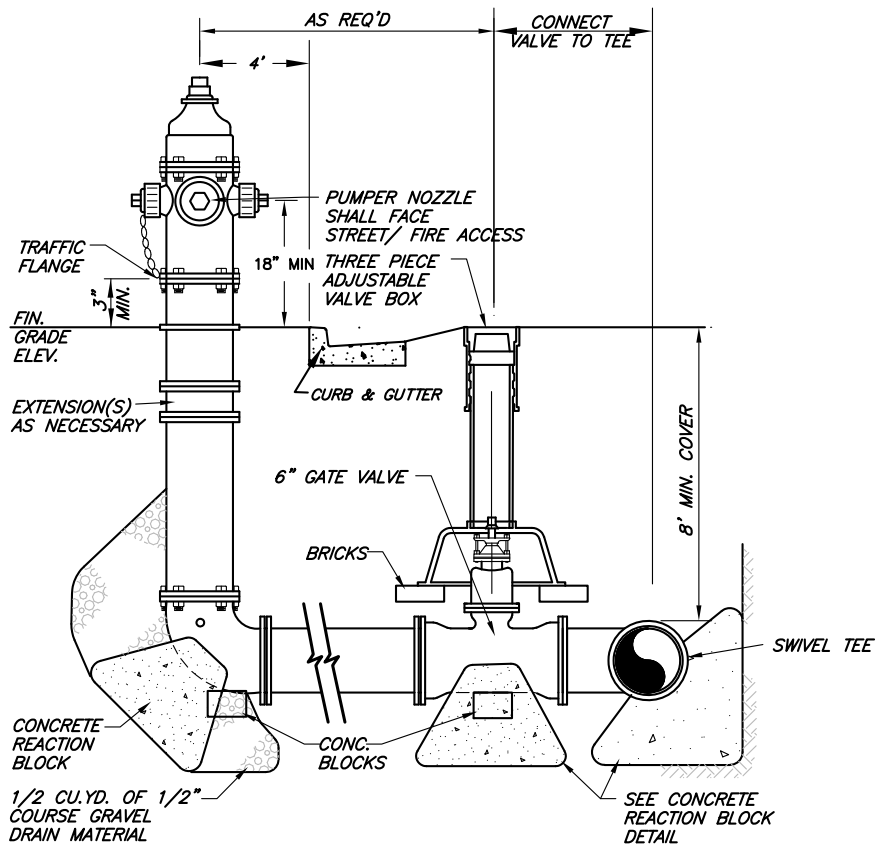
DEEP VALVE SETTING

GATE VALVE & VALVE BOX DETAIL

TOWN OF FAIRPLAY

NOT TO SCALE

DWG: W-3



- NOTES: 1) MEGALUGS TO BE USED FOR ALL MECHANICAL JOINTS
 2) WATROUS HYDRANT, VALVE AND FITTINGS TO BE 250 P.S.I. RATED.
 3) POLYETHYLENE WRAP SHALL COVER D.I.P. ASSEMBLY FROM HYDRANT BASE TO WATER MAIN IF CORROSIVE SOILS ARE PRESENT.
 4) ALL HYDRANT LEAD PIPING TO BE 6" D.I.P.
 5) CENTERLINE OF HYDRANT TO BE 4'-0" FROM BACK OF CURB UNLESS OTHERWISE NOTED.
 6) CARE SHOULD BE TAKEN TO ASSURE THAT WEEP HOLE REMAINS FREE DRAINING.

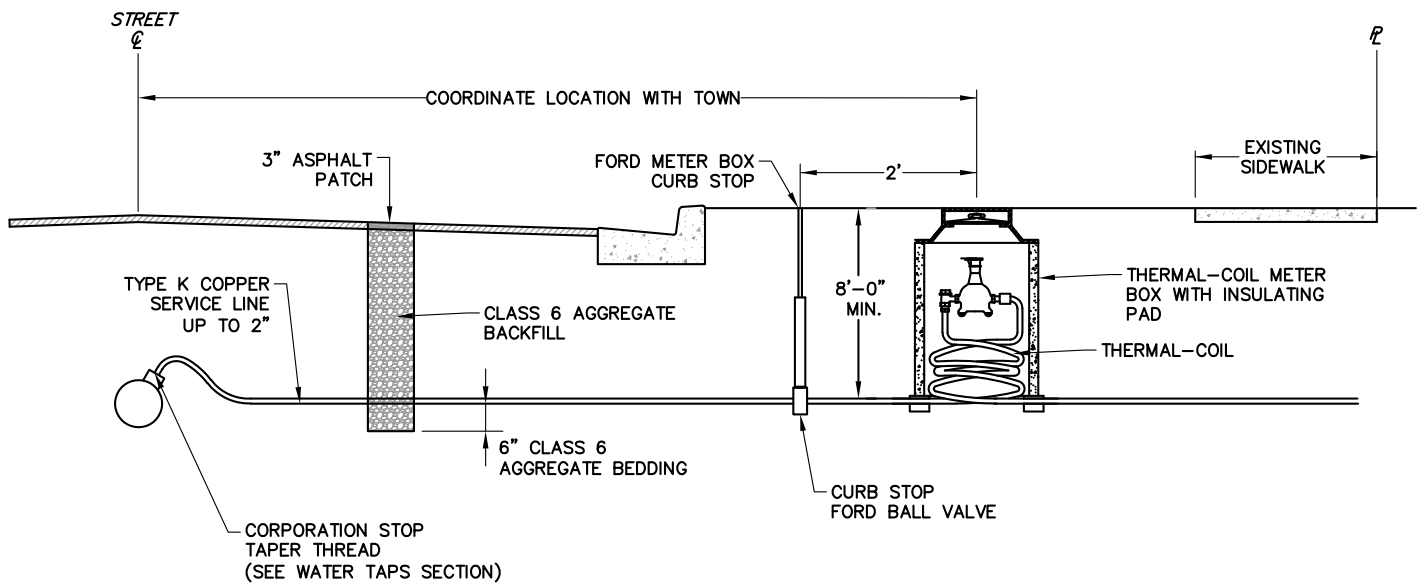
FIRE HYDRANT ASSEMBLY INSTALLATION DETAIL

**FIRE HYDRANT
SETTING DETAIL**

TOWN OF FAIRPLAY

NOT TO SCALE

DWG: W-4



NOTES:

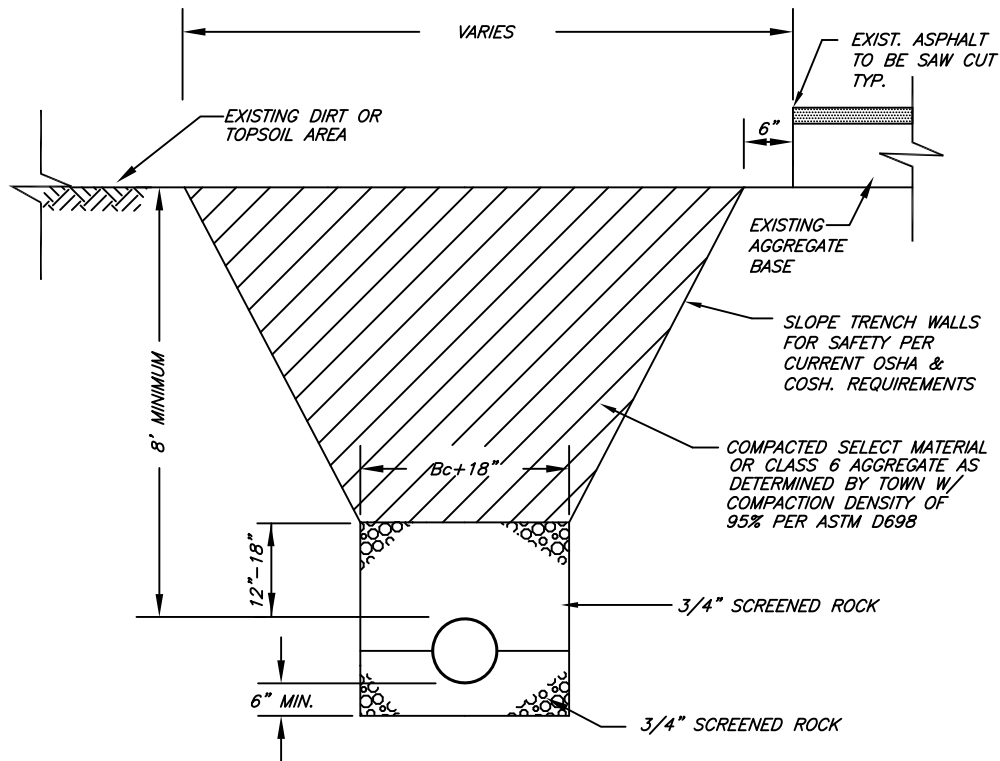
1. WATER METERS SHALL BE INSTALLED WITHIN CONDITIONED SPACE. EXTERIOR METER INSTALLATIONS ALLOWED ONLY WITH ADVANCE APPROVAL OF PUBLIC WORKS DIRECTOR.
2. FOR METER INSTALLATIONS WITHIN CONDITIONED SPACE, METER SHALL BE SET WITH A COPPER METER YOKE WITH STRAIGHT LINE INLET AND OUTLET. METER YOKES SHALL INCLUDE AN ANSI/ASSE 1024 APPROVED DUAL CHECK VALVE CERTIFIED TO NSF ANSI 61 AND 372. YOKE AND DUAL CHECK MANUFACTURERS SHALL BE THE A.C. MCDONALD MFG. CO. OR THE MUELLER COMPANY.
3. WATER METERS TO BE SENSUS.

**WATER SERVICE
INSTALLATION DETAIL**

TOWN OF FAIRPLAY

NOT TO SCALE

DWG: W-5



- 1) PAVEMENT REPLACEMENT SHALL MEET EXISTING THICKNESS AND KIND WITH THE FOLLOWING MINIMUMS: ASPHALT SURFACING = 3" MIN., AGGREGATE BASE COURSE = 6" MIN.
- 2) FOR UNPAVED SURFACES, BASE COURSE REPLACEMENT SHALL MEET EXISTING THICKNESS WITH THE FOLLOWING MINIMUMS: AGGREGATE BASE COURSE = 12" MIN.
- 3) DIRT / TOPSOIL PLACEMENT SHALL MEET EXISTING THICKNESS AND KIND WITH THE FOLLOWING MINIMUMS: 4" TOPSOIL.
- 4) SELECT MATERIAL AS FOLLOWS: 6" MAXIMUM SIZE IN TOP 12" OF BACKFILL
12" MAXIMUM SIZE IN REMAINDER OF BACKFILL
- 5) PROVIDE TRACER WIRE TAPED TO THE TOP OF PIPE FOR PVC INSTALLATIONS.
(TYPE OF TAPE TO BE APPROVED BY THE TOWN.)
- 6) PROVIDE POLYETHYLENE WRAP AROUND DUCTILE IRON PIPE INSTALLATIONS IF CORROSIVE SOILS ARE PRESENT.
A MINIMUM OF 12" LAPS WITH THE POLYETHYLENE WRAP. TAPE WRAP AS APPROVED.
- 7) DETAIL ABOVE FOR "DRY TRENCH" CONDITIONS. FOR UNSTABLE OR "WET TRENCH" CONDITIONS
PROVIDE A MINIMUM OF 4" OF 1 1/2" SCREENED ROCK UNDER BEDDING MATERIAL WITH
FILTER FABRIC PLACED BELOW AND ABOVE THE SCREENED ROCK.
- 8) ALL NEW WATER MAINS TO BE MINIMUM 8" DIAMETER.

TRENCH CROSS SECTION

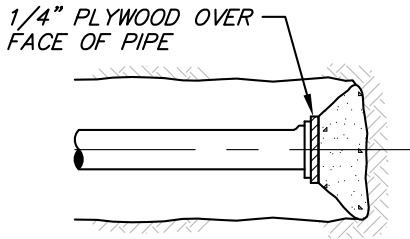
SCALE: 3/4" = 1'-0"

STANDARD WATER
MAIN TRENCH SECTION

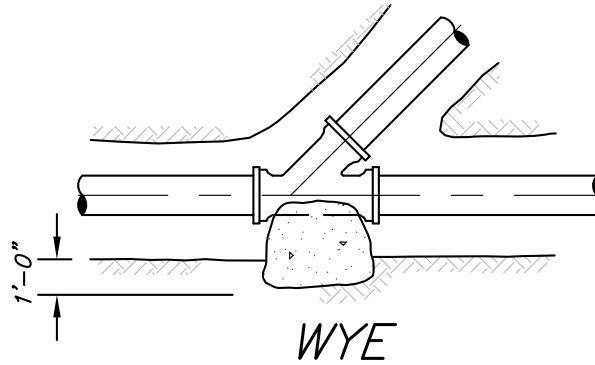
TOWN OF FAIRPLAY

NOT TO SCALE

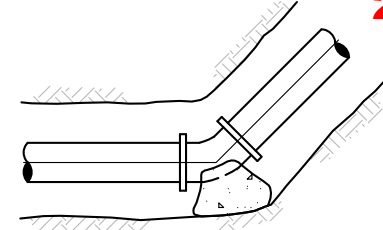
DWG: W-6



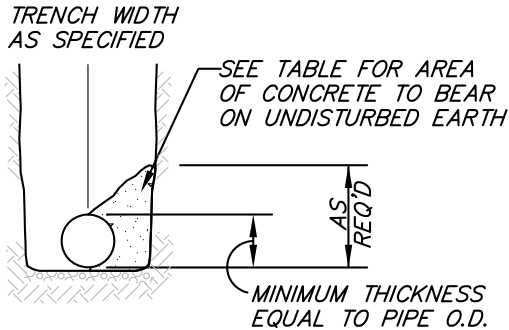
DEAD END



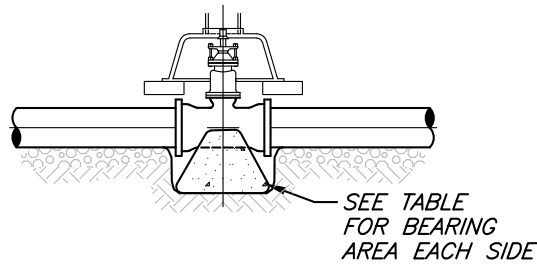
WYE



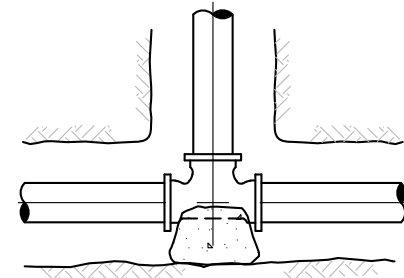
90°, 45°, 22.5°, OR 11.25°
ELBOW, HORIZONTAL OR
BOTTOM OF VERTICAL



SECTION



GATE VALVE



TEE

AREAS GIVEN IN TABLE ARE BASED UPON AN INTERNAL STATIC PRESSURE OF 100 P.S.I. AND A SOIL BEARING CAPACITY OF 1000 LBS. PER SQ. FT. BEARING AREAS FOR ANY PRESSURE AND SOIL BEARING CAPACITY MAY BE OBTAINED BY MULTIPLYING THE TABULATED VALUES BY A CORRECTION FACTOR "F".

$$F = \frac{\text{ACTUAL SPECIFIED TEST PRESSURE IN HUNDREDS OF LBS.}}{\text{ACTUAL SOIL BEARING CAPACITY IN THOUSANDS OF LBS. PER SQ. FT.}}$$

INSTALLATION OF THRUST BLOCKS ARE NOT ALLOWED FOR CONDITIONS OUTSIDE OF THOSE LISTED UNTIL SUBMITTAL OF CALCULATIONS FOR THE CORRECTION FACTOR ARE SUBMITTED TO AND REVIEWED BY THE TOWN AND WRITTEN APPROVAL BY THE TOWN IS GIVEN.

NOTES:

- 1) MEGALUGS ARE REQUIRED ON ALL MECHANICAL JOINTS
- 2) REACTION BLOCKS ARE REQUIRED ON ALL MECHANICAL JOINTS.

SIZE (INCHES)	ELBOWS				TEES & DEAD ENDS (SQ. FT.)	GATE VALVES (SQ. FT.)
	90° (SQ. FT.)	45° (SQ. FT.)	22.5° (SQ. FT.)	11.25° (SQ. FT.)		
4	1.8	1.0	0.5	0	1.3	0.5
6	4.0	2.2	1.1	0	2.8	0.7
8	7.1	3.8	2.0	1.0	5.0	2.4
10	11.1	6.0	3.0	1.5	7.8	4.5
12	16.0	8.6	4.4	2.2	11.3	7.3
14	21.7	11.8	6.0	3.0	15.4	11.0
16	28.4	15.3	8.0	4.0	20.0	16.6
18	36.0	19.4	10.0	5.0	25.4	24.9

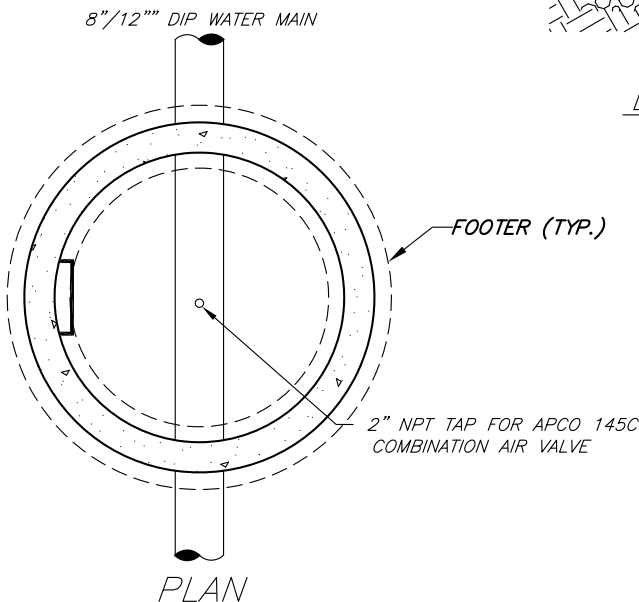
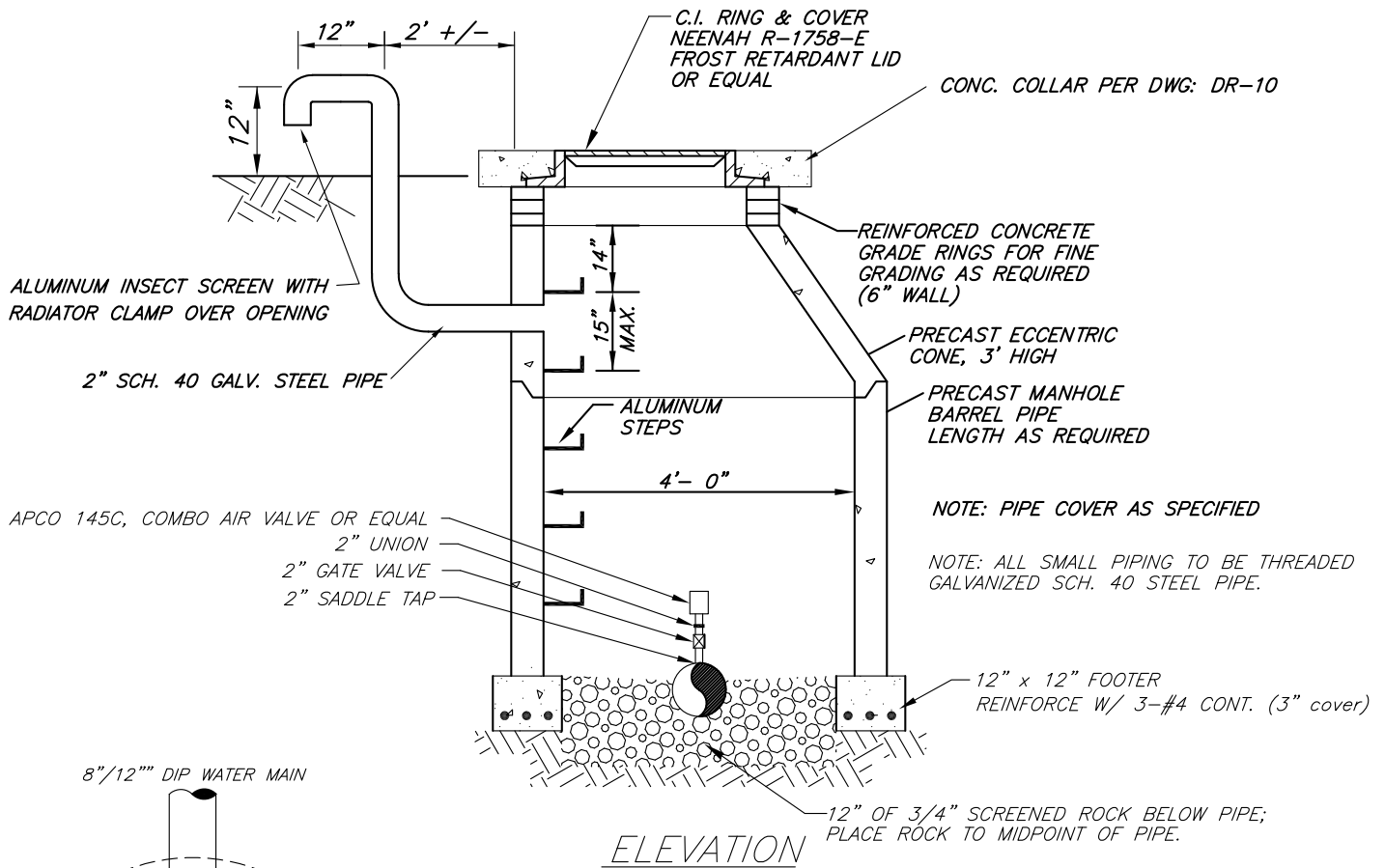
THRUST BLOCKING DETAILS	
TOWN OF FAIRPLAY	
NOT TO SCALE	DWG: W-7

MANHOLE CONSTRUCTION NOTES:

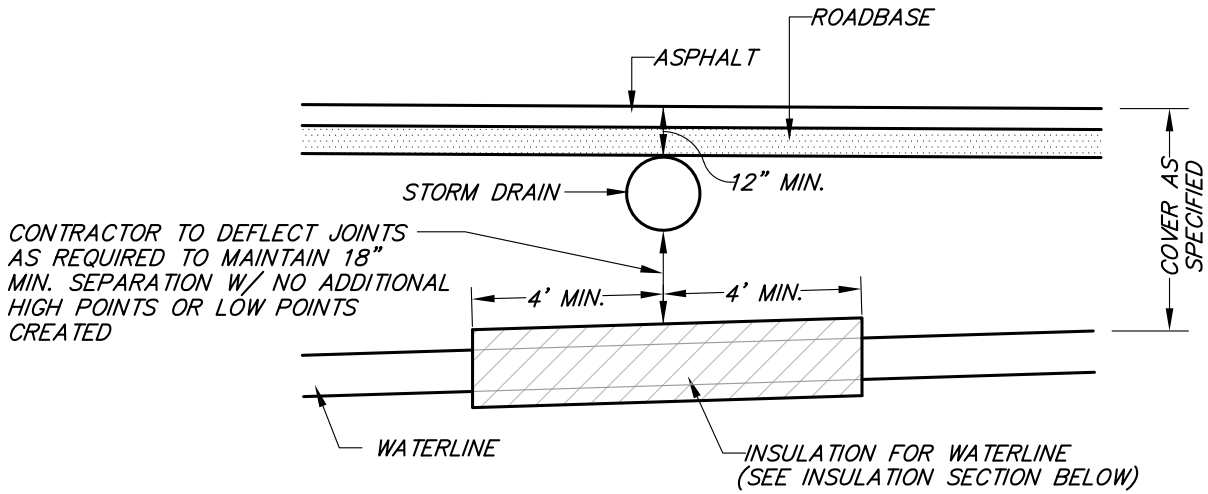
1. Use Rub-R-Nek preformed gasket (2 layers) or grout in place between all bottom section, barrel sections, concrete grade rings, and top castings.
2. Backfill within 24" of manhole: Class 2 aggregate or native materials with less than 3" size.
3. Precast rings or metal riser ring course shall be utilized where required with 2 courses minimum and 12 courses maximum (2 minimum, 12" maximum height).
4. Grade adjustment as follows: Greater than, or equal to, 1 foot, concrete barrel sections; less than 1 foot, concrete or metal grade rings.
5. Finish grade as follows: With asphalt or concrete pavements flush; with base course surface or dirt/topsoil -3" below grade.

COMBINATION AIR VALVE MANHOLE DETAIL

N.T.S.

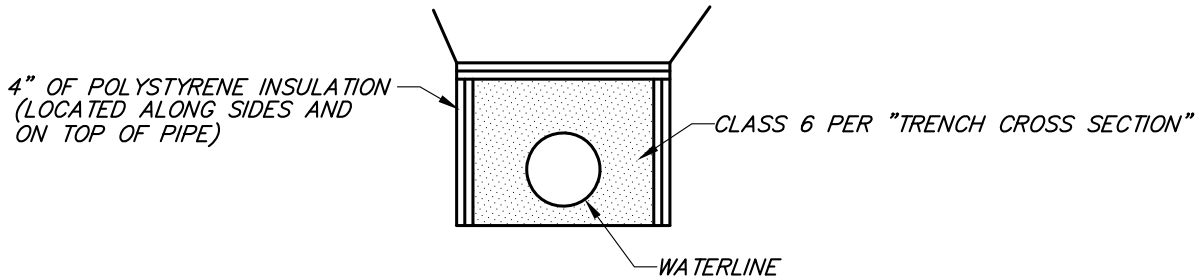


COMBINATION AIR VALVE MANHOLE	
TOWN OF FAIRPLAY	
NOT TO SCALE	DWG: W-8



ELEVATION WATERLINE/CULVERT CROSSING

NO SCALE



INSULATION SECTION

NO SCALE

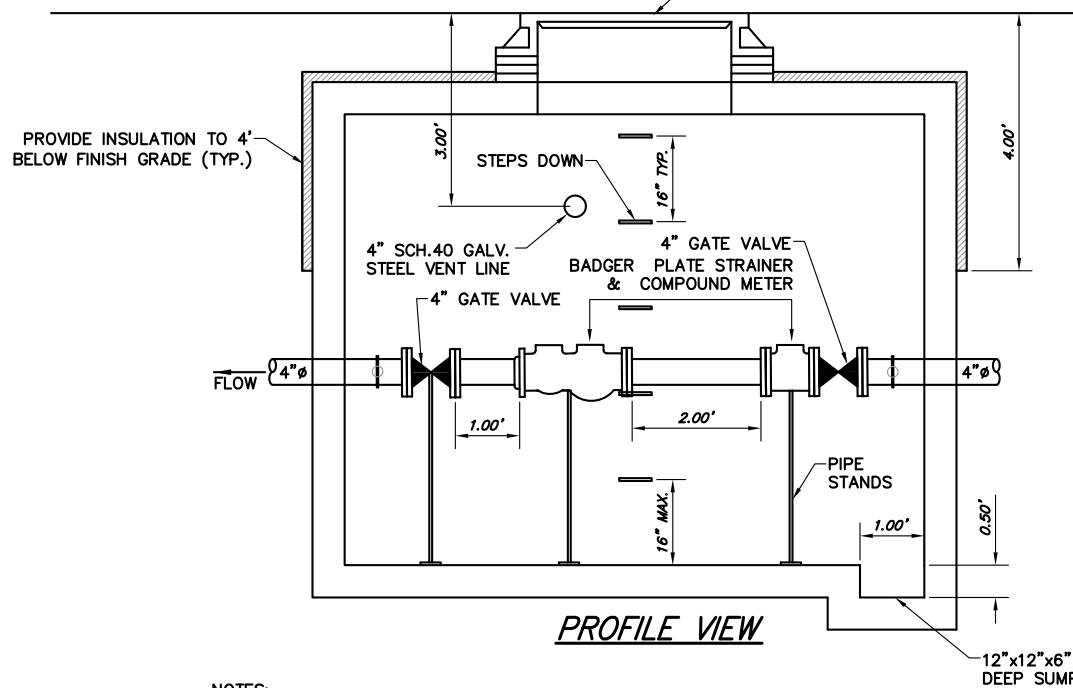
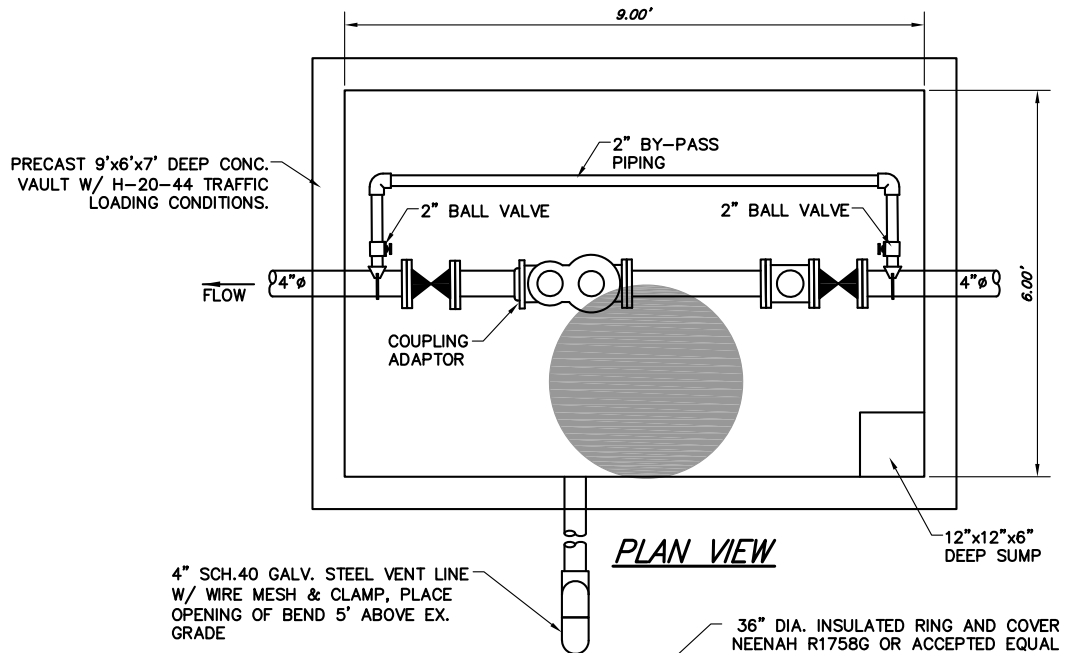
NOTE: AS DRAWN, THE INSULATION DETAIL ADDRESSES CULVERT CROSSINGS. PROVIDE THE SAME DETAIL FOR THOSE INSTANCES WHERE THE WATERLINE IS INSTALLED WITHIN 5' OF OPEN AIR.

**WATERLINE INSULATION
DETAIL**

TOWN OF FAIRPLAY

NOT TO SCALE

DWG: W-9



- NOTES:
1. WHERE PIPES PENETRATE WALLS, USE LINK SEAL OR FILL ANNULAR SPACE WITH NON-SHRINK GROUT.
 2. COAT ALL EXTERIOR VAULT SURFACES WITH BITUMINOUS DAMPROOFING.
 3. ALL LOW FLOW PIPE SHALL BE BRASS. MAINLINE PIPE AND FITTINGS BEING FLANGED DUCTILE IRON.
 4. MEGALUGS OR JOINT HARNESSSES REQUIRED ON EXTERIOR CONNECTIONS.
 5. CONTRACTOR SHALL SUBMIT VAULT PIPING SCHEMATIC W/ VAULT DIMENSIONS PRIOR TO ORDERING.
 6. IT SHALL BE THE OWNER'S RESPONSIBILITY TO VERIFY ALL METER APPURTENANCE SIZING.
 7. PRV REQUIRED TO BE INSTALLED IN CONJUNCTION WITH THIS DETAIL - SEE W-11.

WATER METER VAULT DETAIL

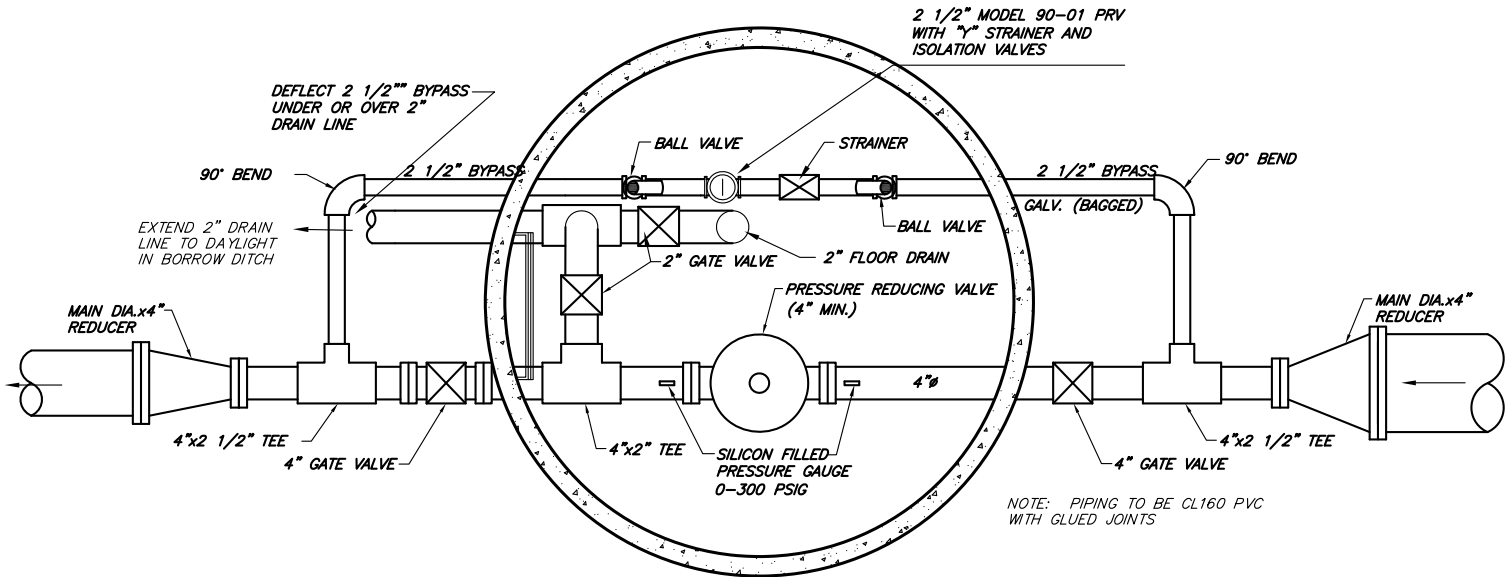
SCALE: 1" = 2'

**LARGE DIAMETER
WATER METER VAULT**

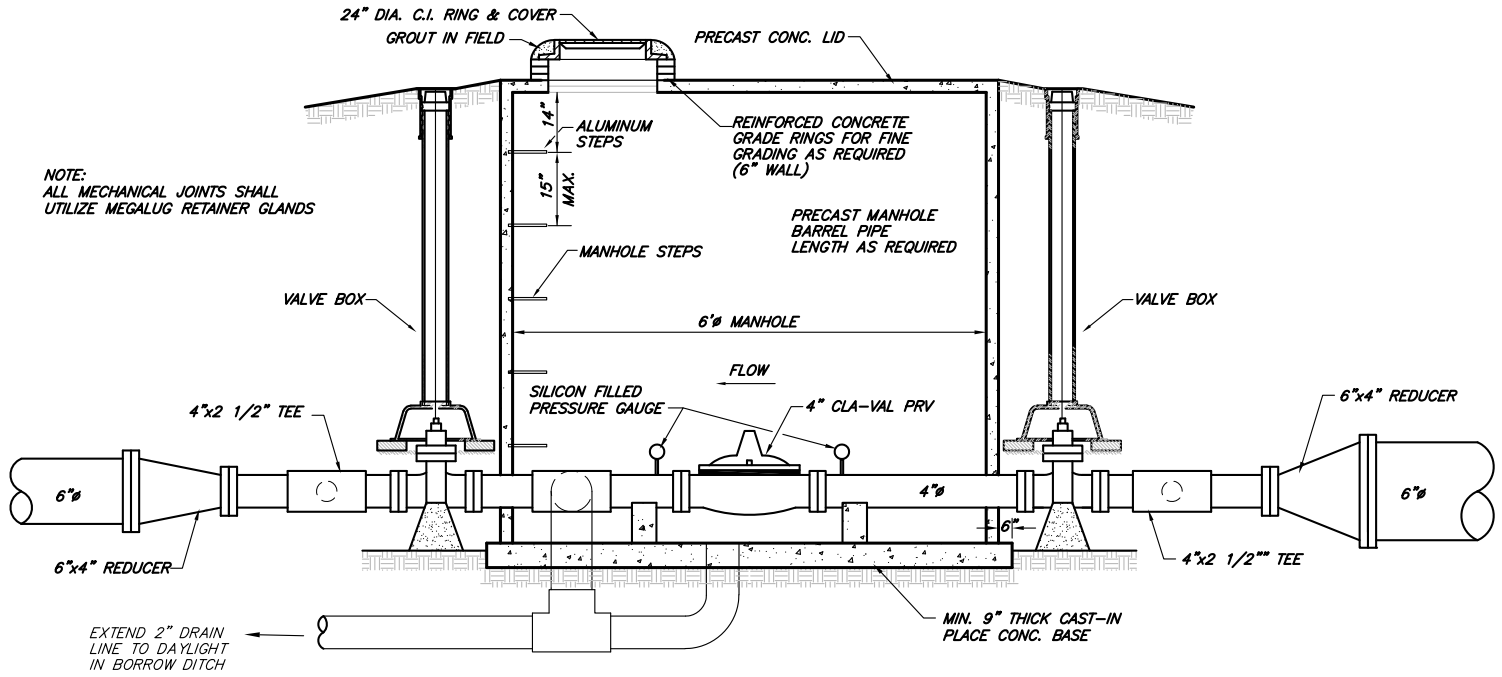
TOWN OF FAIRPLAY

NOT TO SCALE

DWG: W-10



PLAN



ELEVATION

PRESSURE REDUCING VALVE VAULT DETAIL

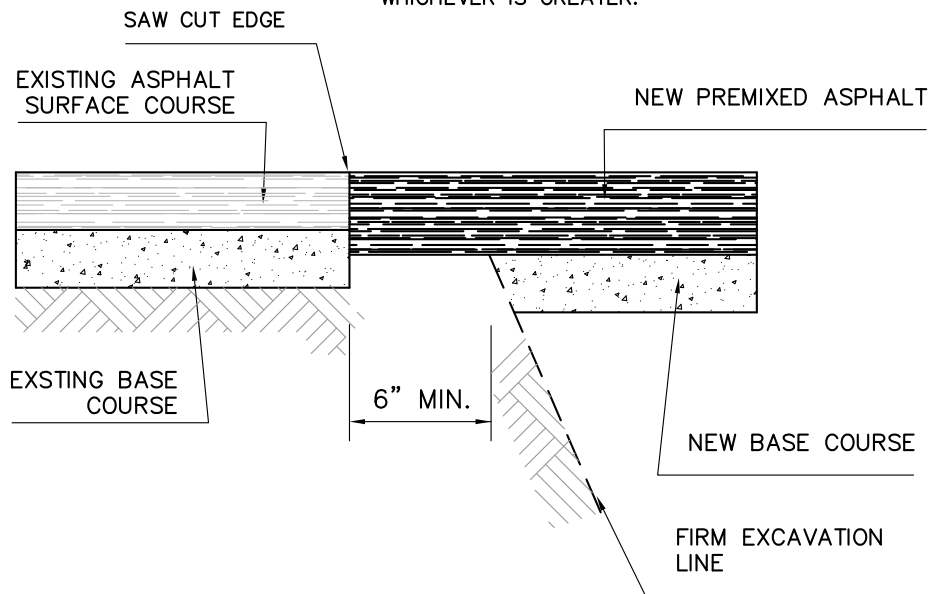
N.T.S.

NOTES:

1. All bases shall be cast in place or precast concrete; use #4 rebar on 12" c-c both ways in poured bases.
2. Where available from pipe manufacturer, use expandable water stop, Kor and Seal boots or equal per manufacturer's specifications.
3. Steps to be located on side of bench or over upstream pipe.
4. Use Rub-R-Nek preformed gasket (2 layers) or grout in place between all bottom section, barrel sections, concrete grade rings, and top castings.
5. Backfill within 24" of manhole: Class 6 aggregate or native materials w/ less than 3" size.
6. Precast rings or polyethylene riser ring course shall be utilized where required with 2 courses minimum and 12 courses maximum (2 minimum, 12" maximum height).
7. Grade adjustment as follows: Greater than, or equal to, 1 foot, concrete barrel sections; less than 1 foot, concrete or polyethylene grade rings.
8. Finish grade as follows: With asphalt or concrete pavements flush; with base course surface or dirt/topsoil -3" below grade.

PRESSURE REDUCING VALVE VAULT	
TOWN OF FAIRPLAY	
NOT TO SCALE	DWG: W-11

MIN. THICKNESS OF NEW ASPHALT TO BE 3" OR MATCH EXISTING DEPTH, WHICHEVER IS GREATER. MIN. THICKNESS OF NEW BASE IS TO BE 8" OR MATCH EXISTING DEPTH, WHICHEVER IS GREATER.



NOTE: WHERE EXISTING PAVEMENT IS A SEAL COAT OR ROAD MIX ASPHALTIC SURFACE, A PREMIXED COLD APPLIED ASPHALTIC CONCRETE MAY BE USED.

WHERE EXIST. PAVEMENT IS A MACHINE PLACED HOT MIXED ASPHALTIC CONCRETE, A PREMIXED HOT APPLIED CONCRETE WILL BE USED.

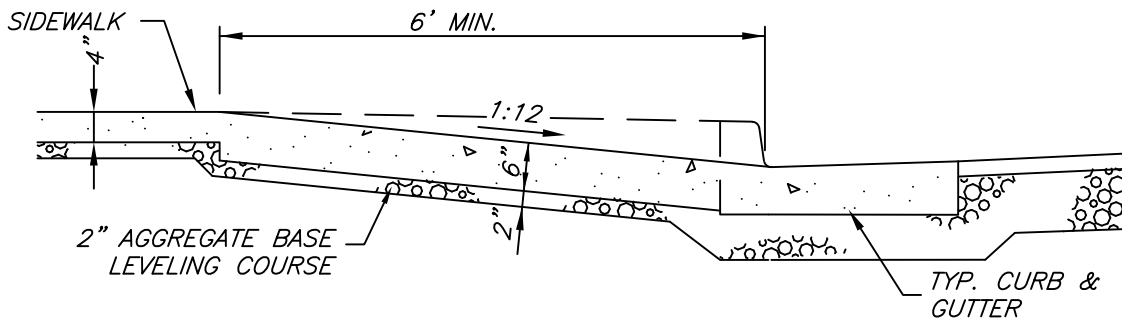
ALL REPLACEMENT MATERIAL SHALL BE COMPACTED TO A DENSITY OF 95% OPTIMUM DENSITY.

**ASPHALT PAVEMENT
REPLACEMENT**

TOWN OF FAIRPLAY

NOT TO SCALE

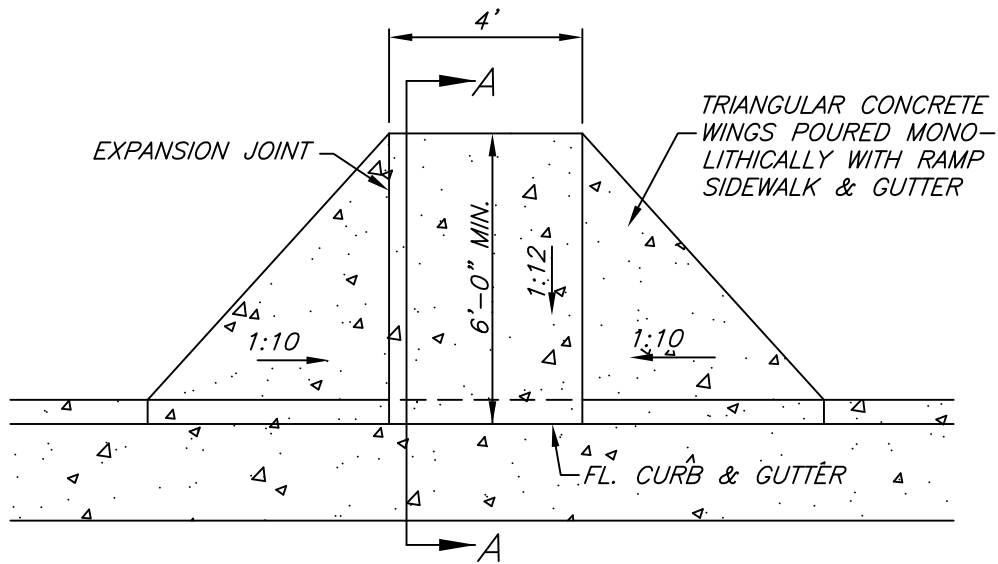
DWG: R1



NOTE:

HANDICAP RAMPS SHALL BE 6" THICK CONCRETE ALL OTHER CONCRETE FLATWORK SHALL BE 4" THICK. AGGREGATE BASE FOR 4" CONCRETE FLATWORK SHALL BE 2" COMPACTED CLASS 6 AGGREGATE.

SECTION A-A



NOTES:

1. DIMENSIONS MAY BE ALTERED TO AVOID OBSTRUCTIONS WITH ENGINEER'S APPROVAL.
2. SURFACE OF RAMP TO HAVE COARSE BROOM FINISH.

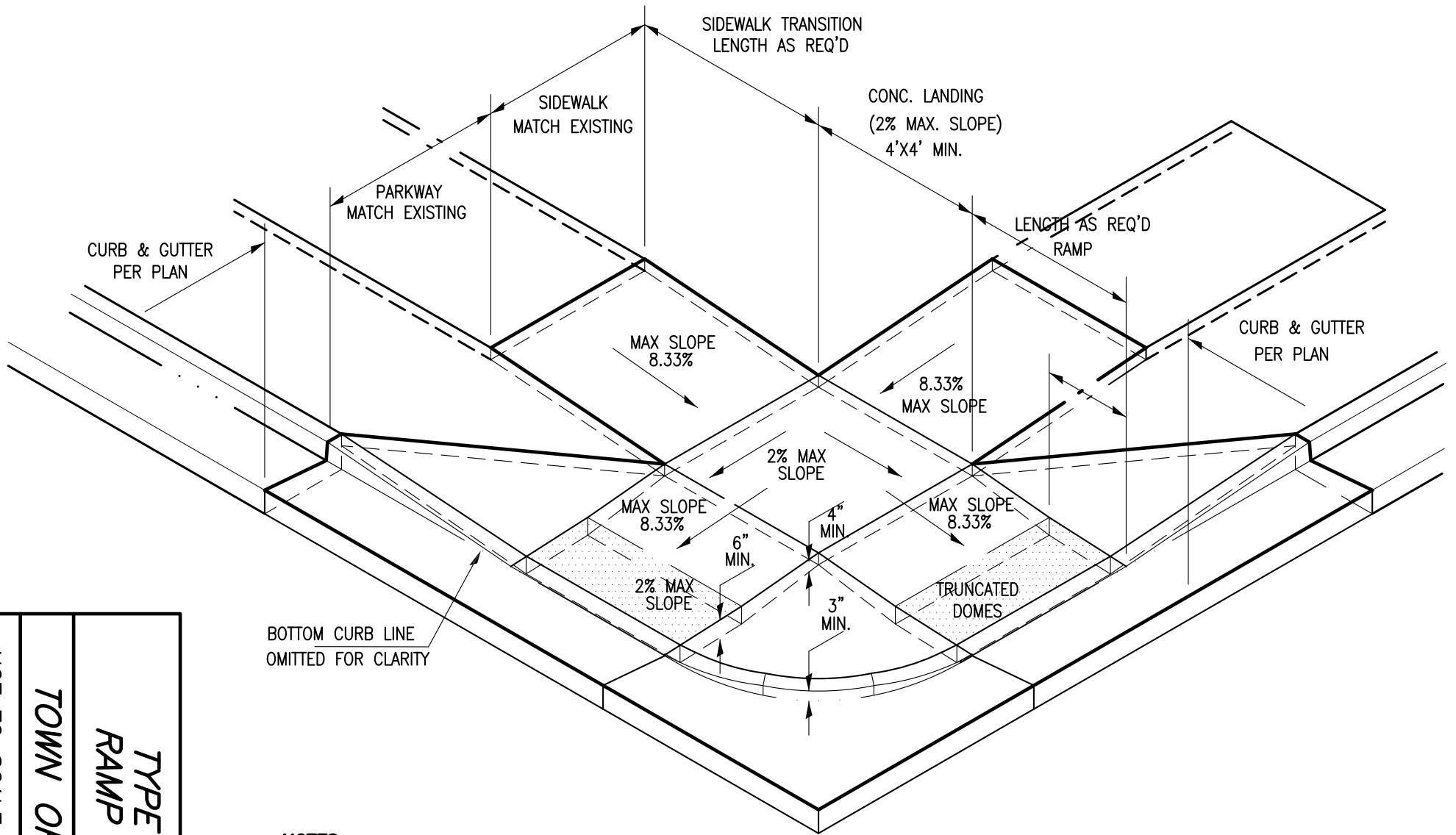
HANDICAP RAMP

TYPE 1 ADA
RAMP DETAILS

TOWN OF FAIRPLAY

NOT TO SCALE

DWG: R2

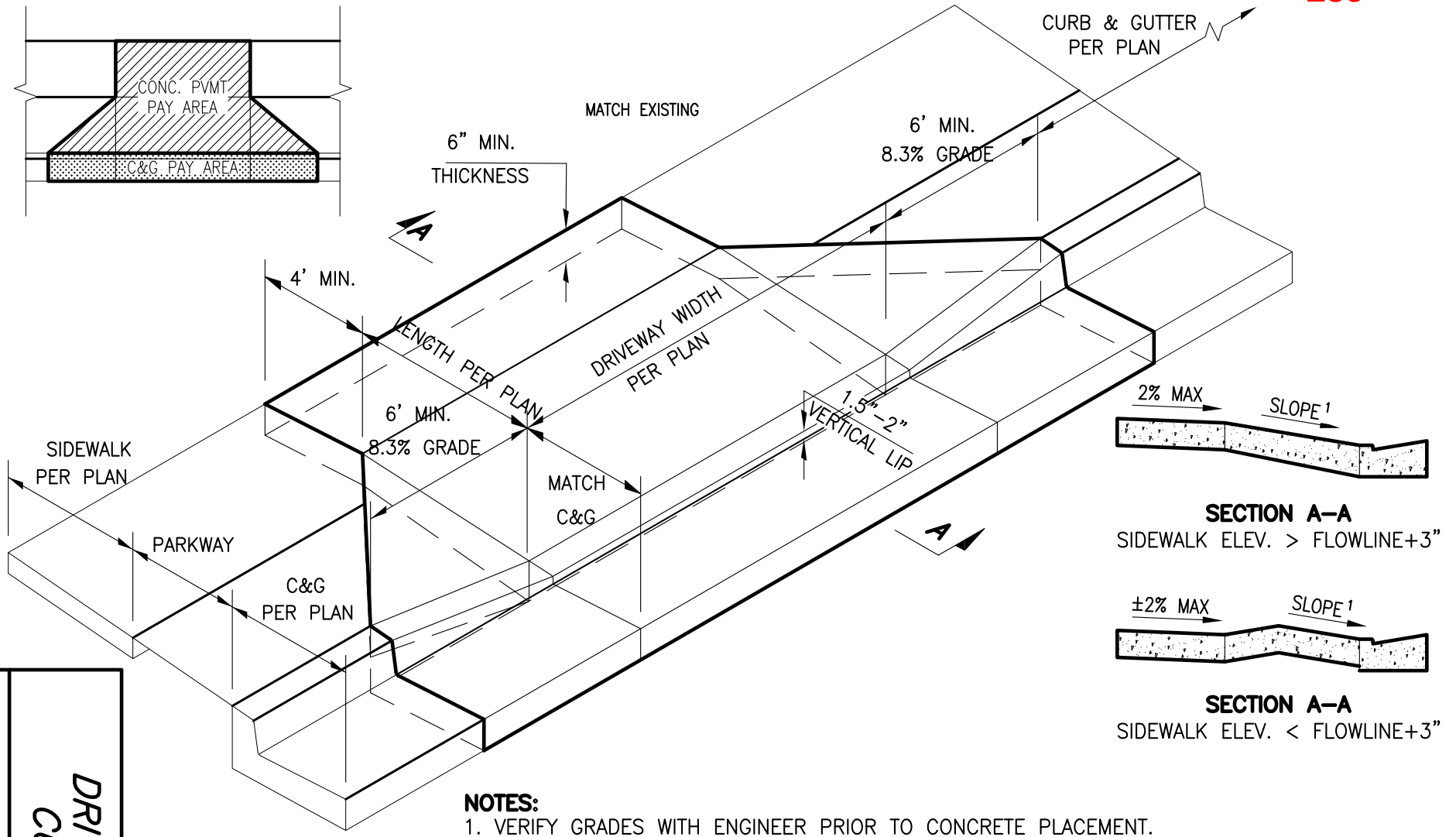


BOTTOM CURB LINE
OMITTED FOR CLARITY

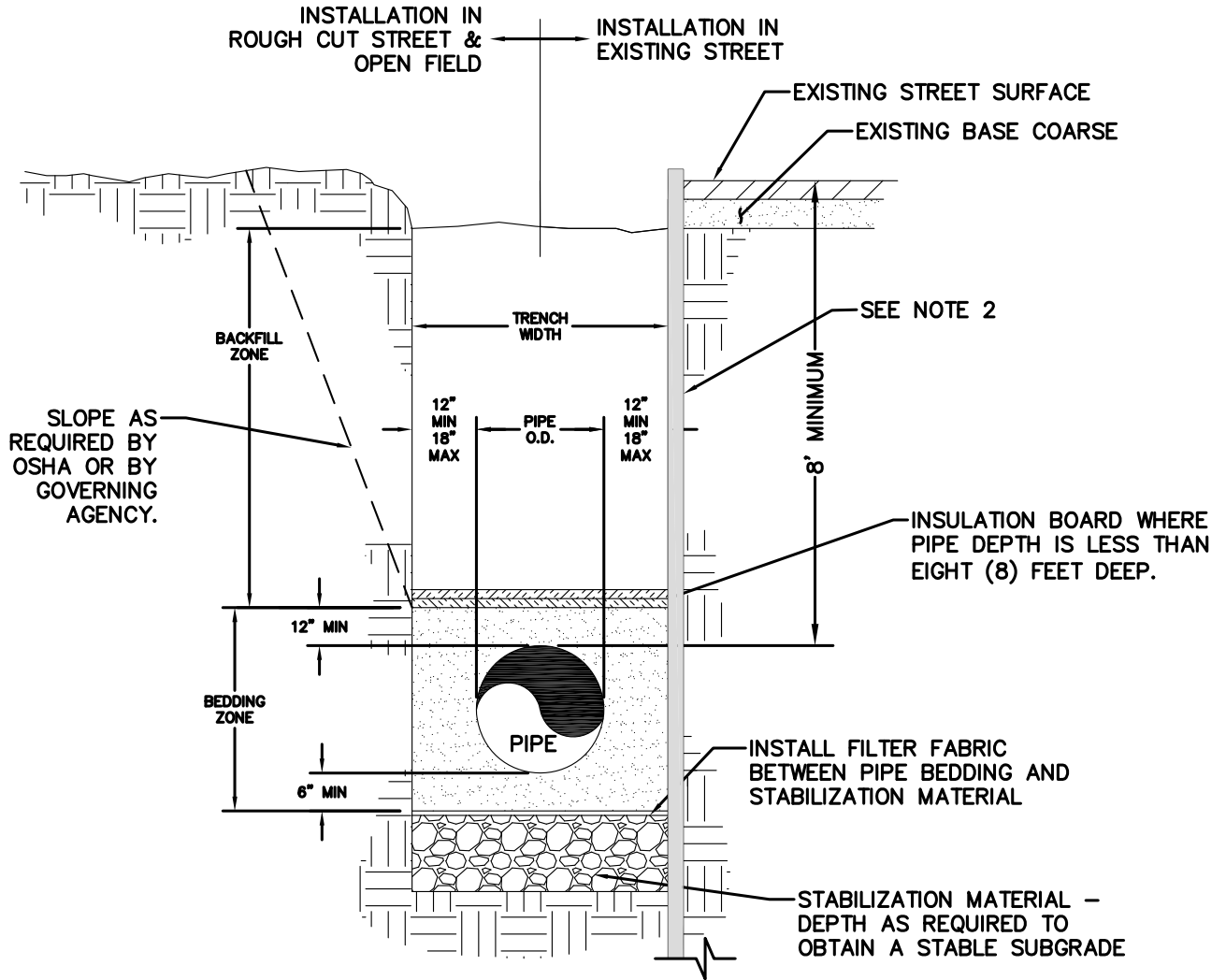
NOTES:

1. TRUNCATED DOMES SHALL BE 24 INCHES WIDE AND EXTEND THE FULL WIDTH OF THE ACCESS RAMP.
2. TRUNCATED DOMES SHALL BE EMBEDDED IN THE FRESH CONCRETE WITH NO AIR SPACE BETWEEN THE CONCRETE AND THE BOTTOM OF THE PLATE.
3. TRUNCATED DOMES SHALL BE CONSTRUCTED OF UNPAINTED CAST IRON CONFORMING TO ASTM A-48 CLASS 30B.

TYPE 2 ADA
RAMP DETAILS
TOWN OF FAIRPLAY
DWG: R3
NOT TO SCALE



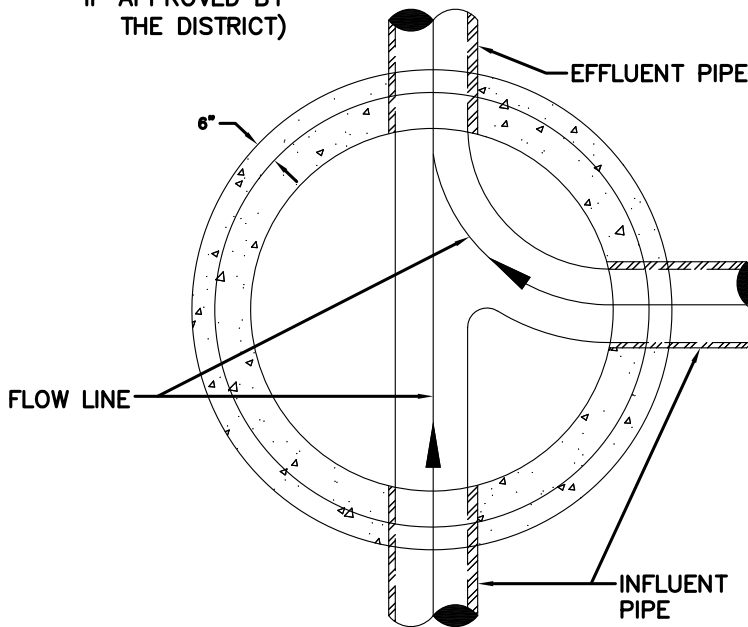
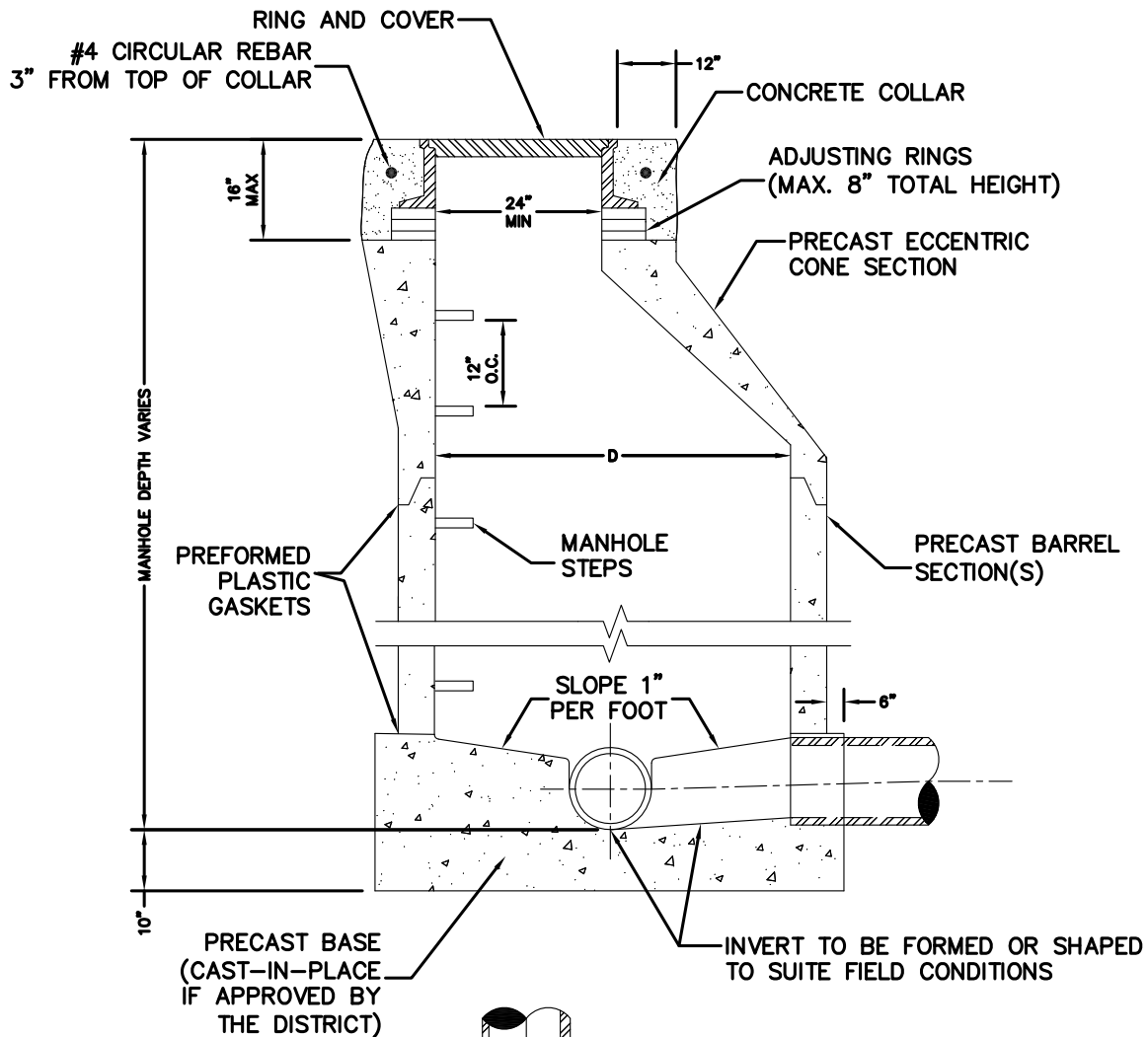
DRIVEWAY CURB
 CUT DETAILS
 TOWN OF FAIRPLAY
 DWG: R4
 NOT TO SCALE



NOTES:

1. REFER TO TOWN OF FAIRPLAY PUBLIC WORKS MANUAL FOR STABILIZATION, FILTER FABRIC, BEDDING, BACKFILL MATERIAL, AND COMPACTION REQUIREMENTS. FOR ANY CONFLICT BETWEEN TOWN OF FAIRPLAY BACKFILL MATERIAL SPECIFICATIONS AND COMPACTION REQUIREMENTS AND OTHER GOVERNING A'P
2. AGENCY REQUIREMENTS, THE MORE STRINGENT SPECIFICATION SHALL APPLY.
3. TRENCHES SHALL BE SHORED, BRACED, OR SHEETED AS NECESSARY FOR THE SAFETY AND PROTECTION OF PERSONNEL AND OTHER UTILITIES.

SANITARY SEWER TRENCH DETAIL	
TOWN OF FAIRPLAY	
NOT TO SCALE	DWG: S-1



NOTES:

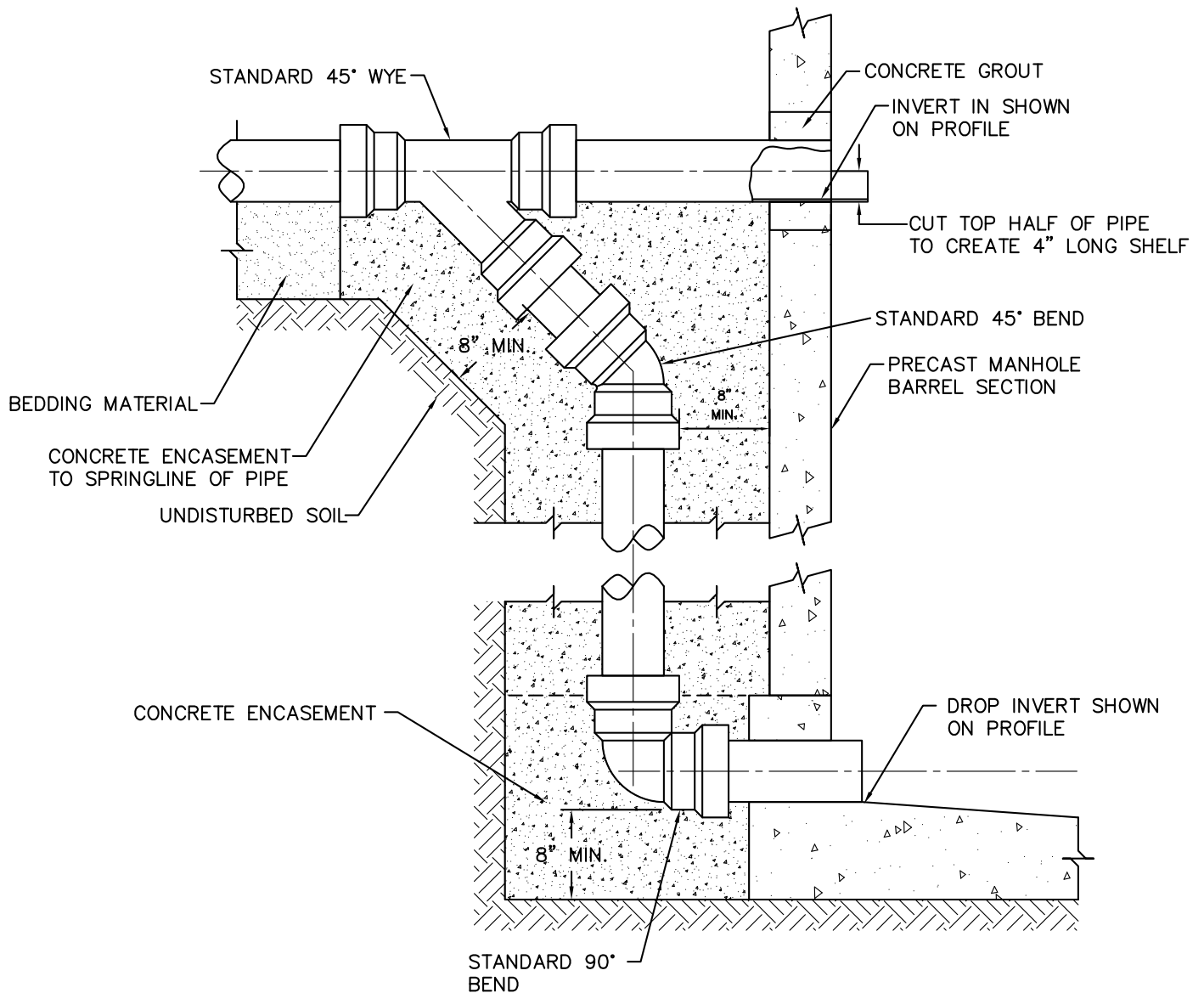
1. REFERENCE TOWN OF FAIRPLAY TECHNICAL SPECIFICATIONS FOR MINIMUM MANHOLE DIAMETER (D) AND MATERIAL/INSTALLATION REQUIREMENTS.
2. MANHOLES INSTALLED IN GROUNDWATER ABOVE THE BASE SHALL HAVE ALL MANHOLE SECTION JOINTS SEALED PER TOWN OF FAIRPLAY TECHNICAL SPECIFICATIONS.

**SANITARY SEWER
MANHOLE DETAIL**

TOWN OF FAIRPLAY

NOT TO SCALE

DWG: S-2

NOTES:

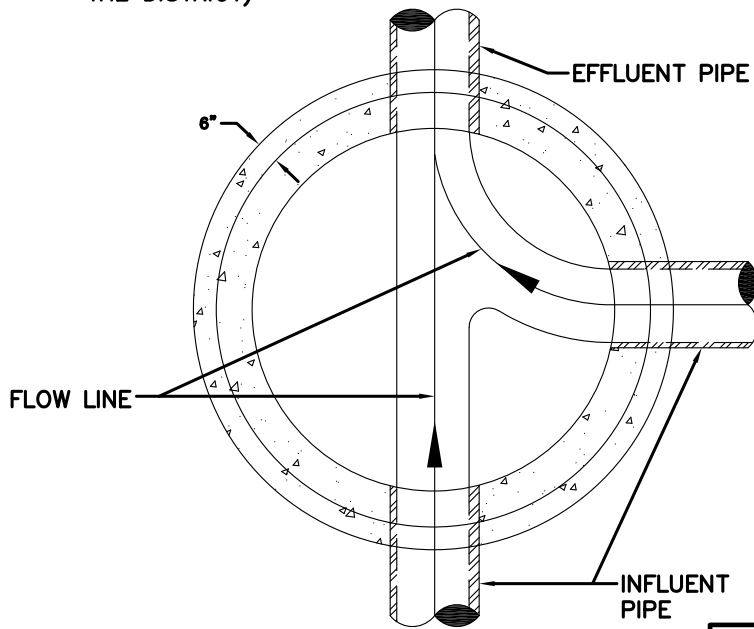
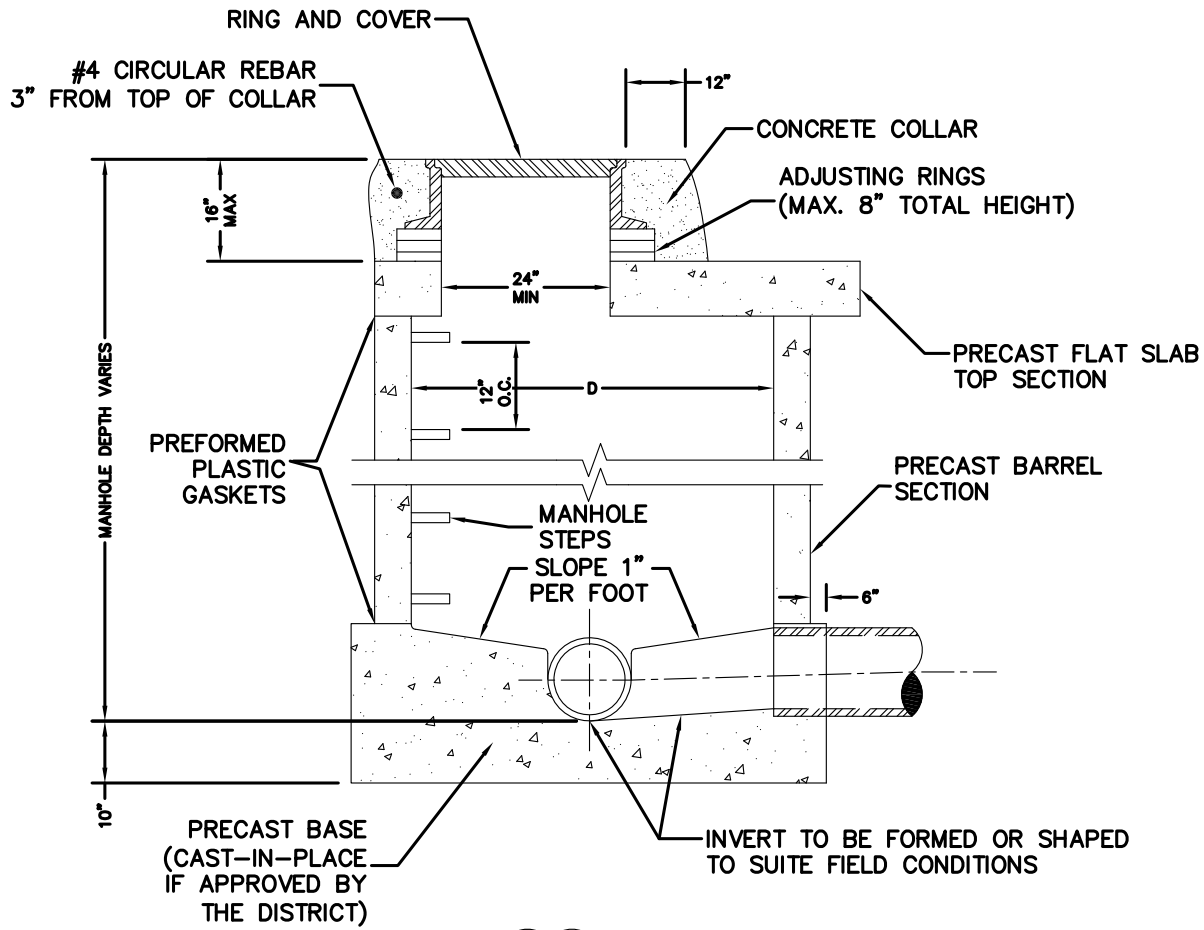
1. PVC (ASTM D-3034 SDR-35) OR SEWER D.I. PIPE AND FITTINGS SHOWN.
2. CONCRETE ENCASEMENT SHALL BE MIN. 8" THICK ALL AROUND DROP.
3. MAXIMUM ALLOWABLE DROP SHALL BE SUBJECT TO THE APPROVAL OF THE TOWN ENGINEER.
4. DIAMETER OF DROP PIPE SHALL NOT BE LESS THAN THE LINE DIAMETER.
5. ANY DROP OVER 4'-0" REQUIRES VERTICAL AND HORIZONTAL REINFORCEMENT (#4 @ 1'-6" O.C. 3" CLEAR).

**SANITARY SEWER
DROP MANHOLE DETAIL**

TOWN OF FAIRPLAY

NOT TO SCALE

DWG: S-3



NOTES:

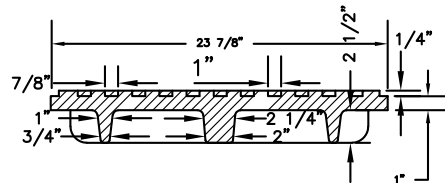
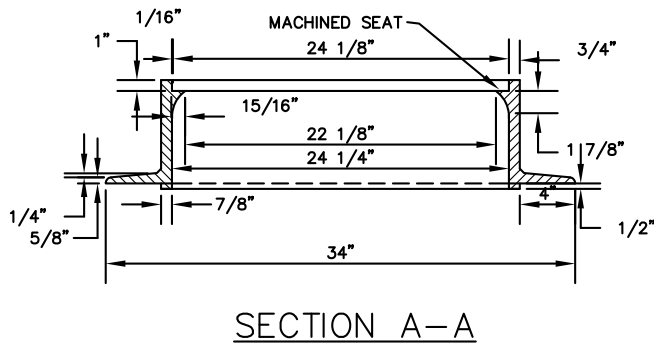
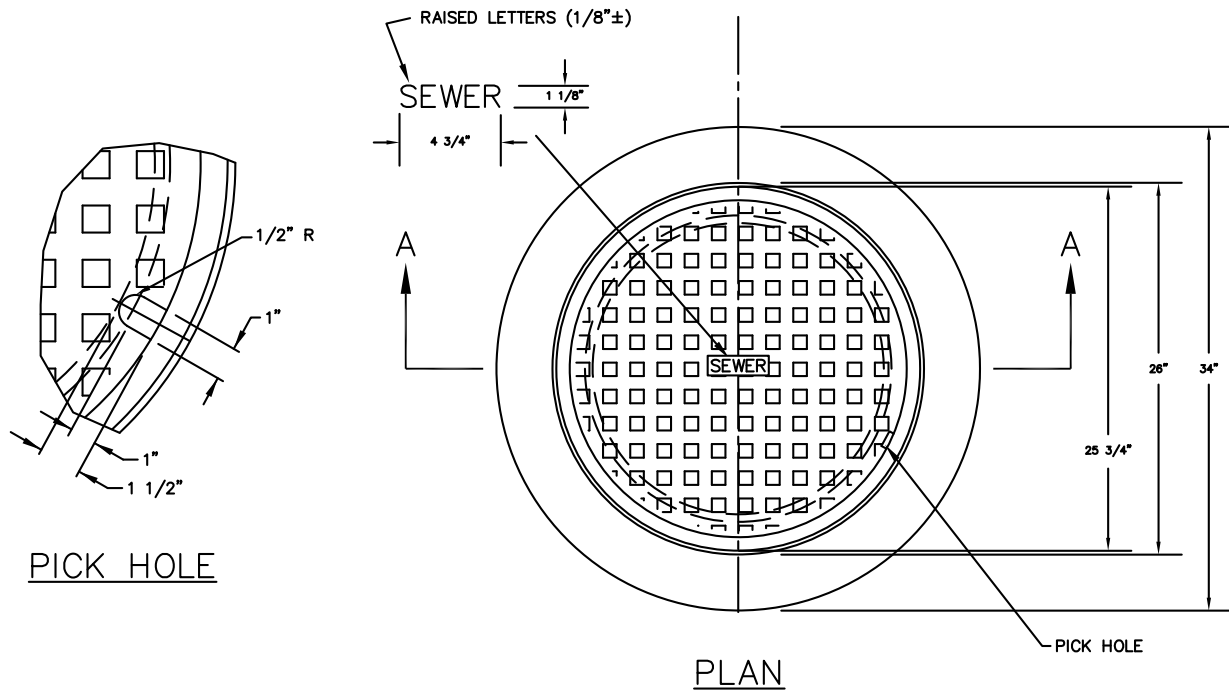
1. THIS DETAIL SHALL BE USED WHEN THERE IS LESS THAN SIX (6) FEET OF COVER OVER THE TOP OF THE PIPE.
2. REFERENCE TOWN OF FAIRPLAY TECHNICAL SPECIFICATIONS FOR MINIMUM MANHOLE DIAMETER (D) AND MATERIAL/INSTALLATION REQUIREMENTS.
3. MANHOLES INSTALLED IN GROUNDWATER ABOVE THE BASE SHALL HAVE ALL MANHOLE SECTION JOINTS SEALED PER TOWN OF FAIRPLAY TECHNICAL SPECIFICATIONS.

**SANITARY SEWER
SHALLOW MANHOLE DETAIL**

TOWN OF FAIRPLAY

NOT TO SCALE

DWG: S-4



NOTES:

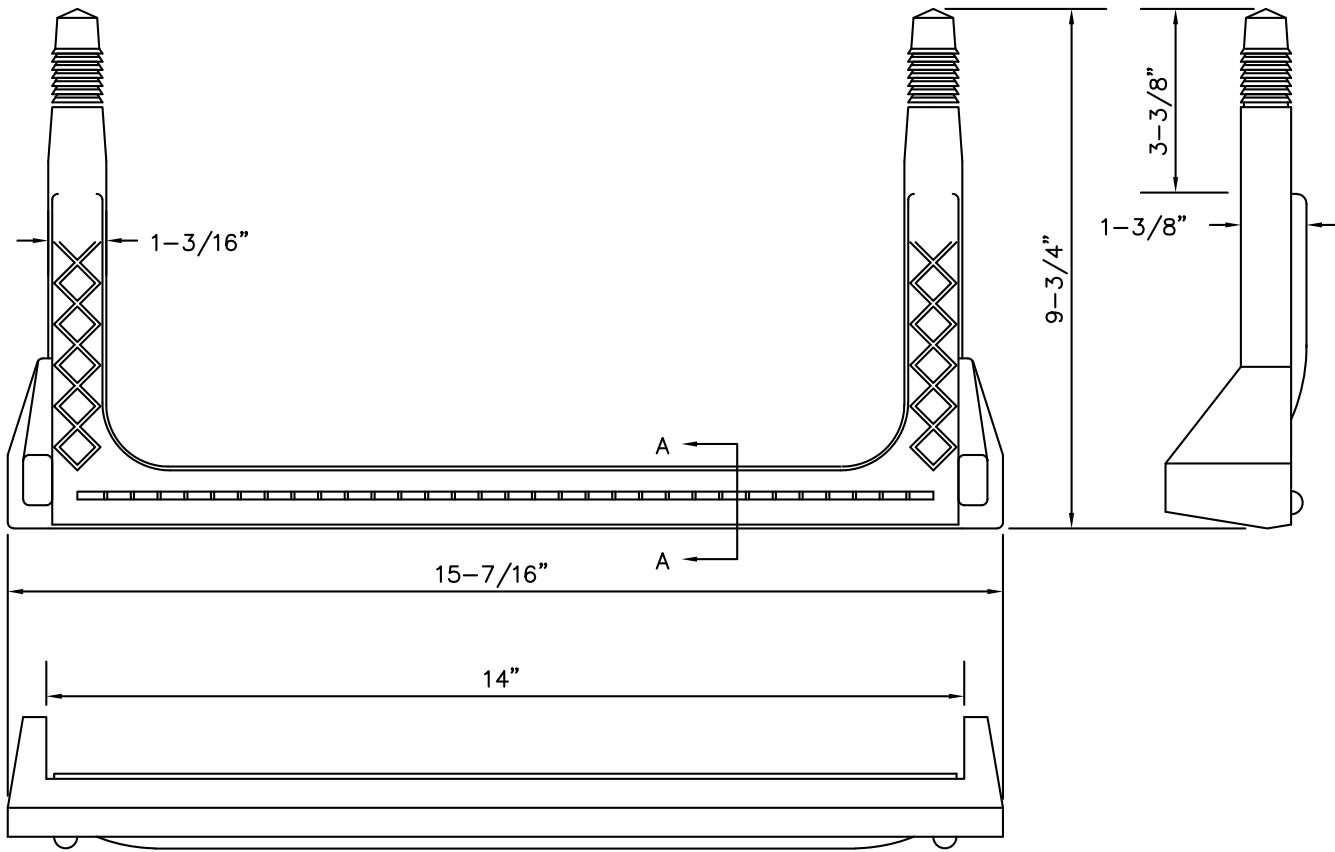
1. CASTING SPECIFICATIONS: ASTM A-48 WITH A MINIMUM TENSILE STRENGTH OF 25 KSI (CLASS 25).
2. ALL CASTINGS TO BE DIPPED IN ASPHALT BASE PAINT (OR APPROVED EQUAL).
3. CASTINGS SHALL BE AS SPECIFIED IN THE TOWN OF FAIRPLAY TECHNICAL SPECIFICATIONS.

**SANITARY SEWER MANHOLE
RING & COVER DETAIL**

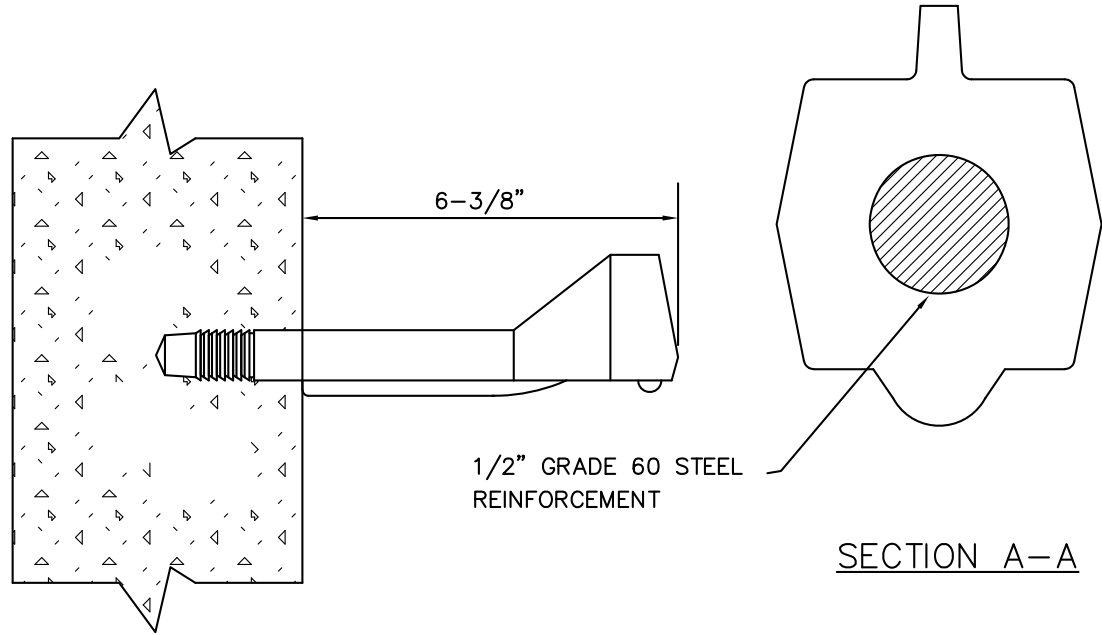
TOWN OF FAIRPLAY

NOT TO SCALE

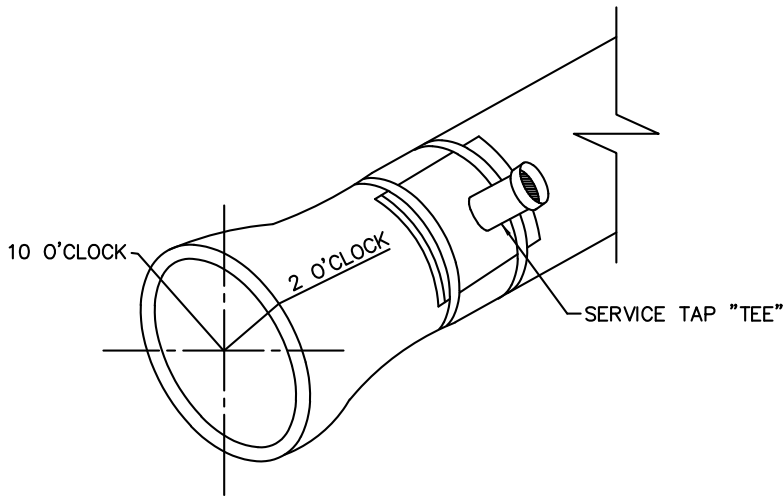
DWG: S-5



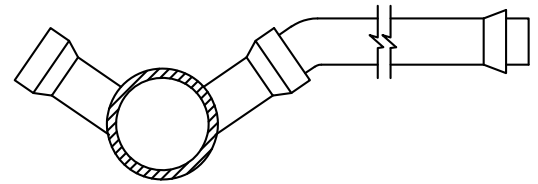
COPOLYMER POLYPROPYLENE PLASTIC



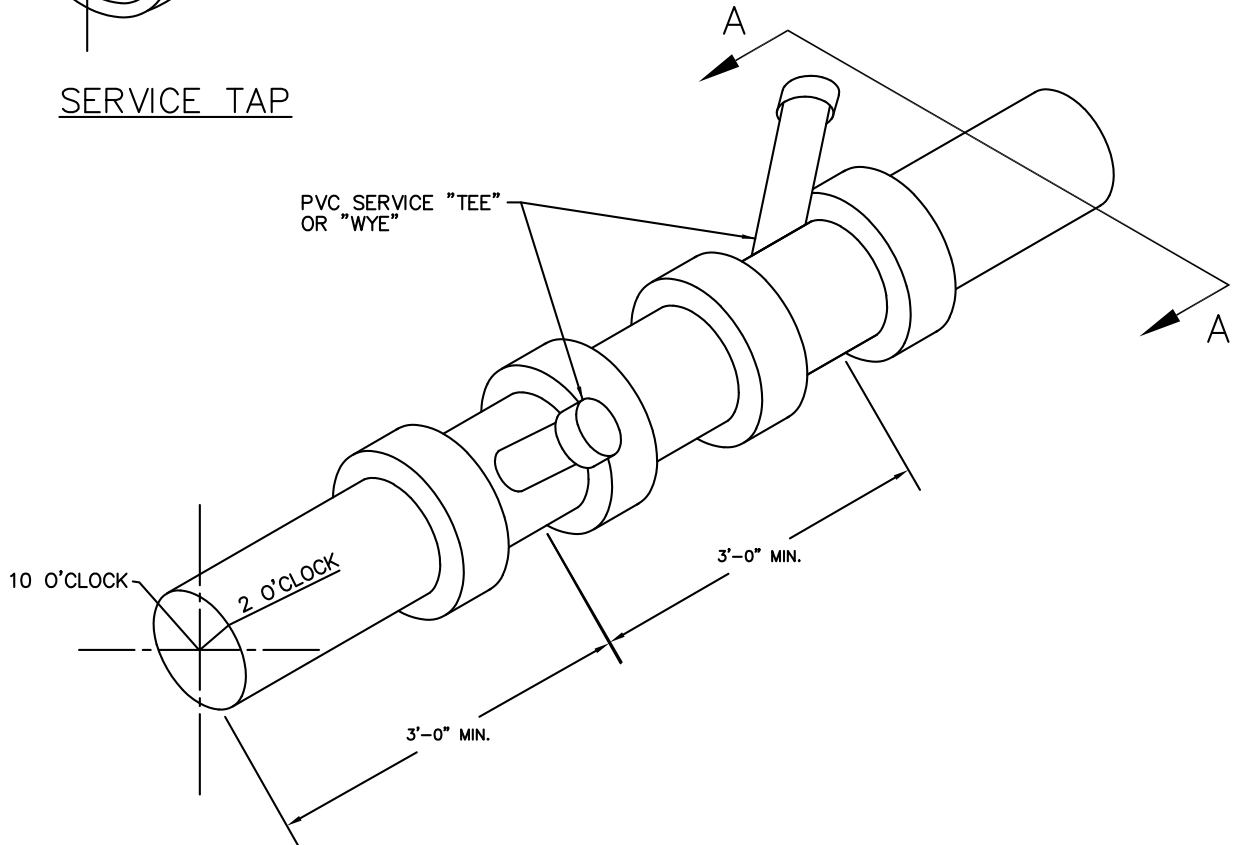
SANITARY SEWER MANHOLE STEPS DETAIL	
TOWN OF FAIRPLAY	
NOT TO SCALE	DWG: S-6



SERVICE TAP



SECTION A-A



NEW CONSTRUCTION

NOTES:

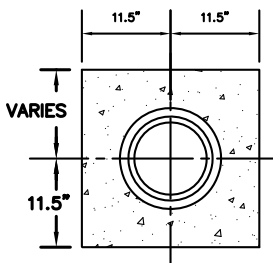
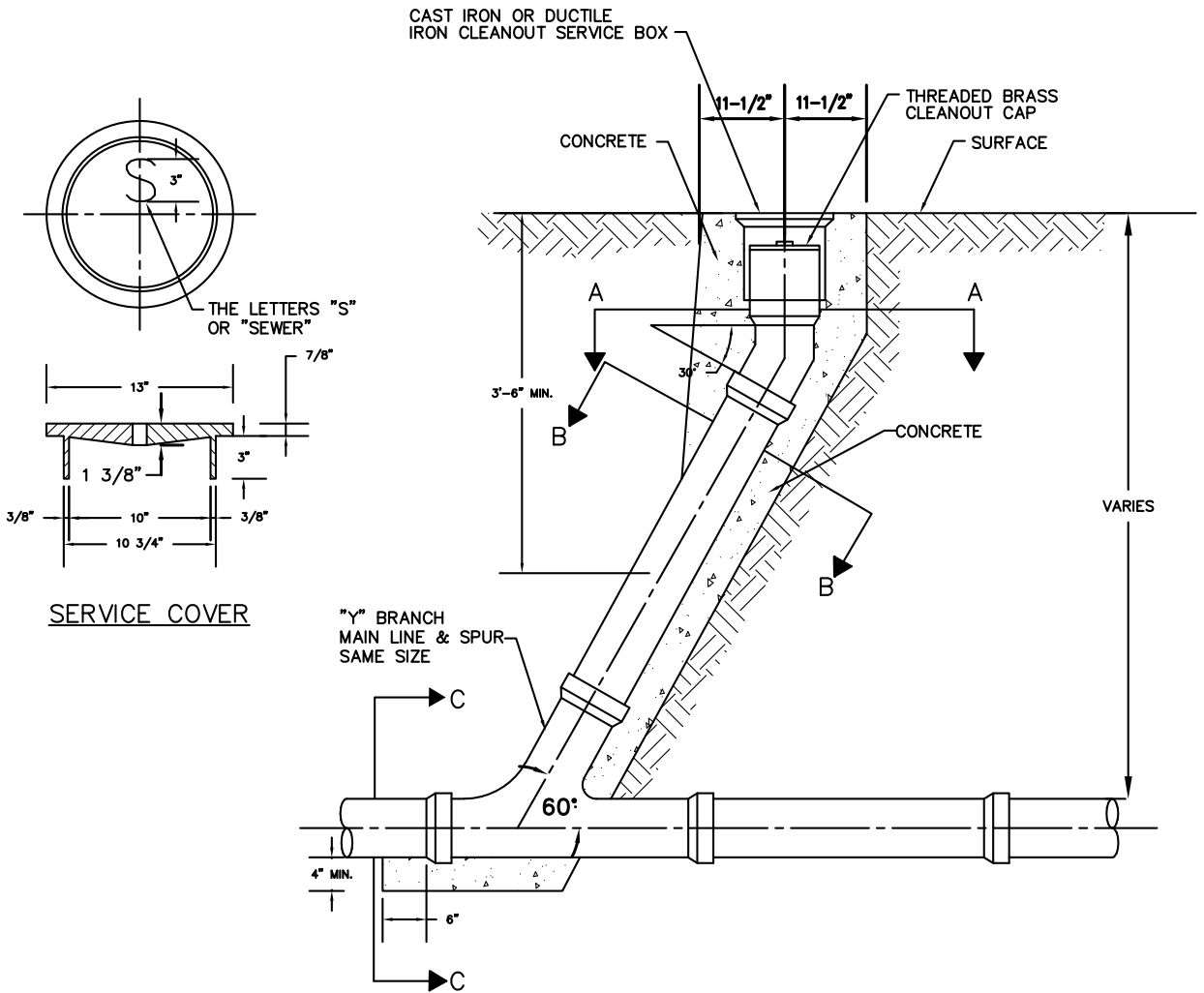
1. SANITARY SEWER SERVICE TAPS SHALL BE LOCATED ON THE MAIN AT THE 2 O'CLOCK OR 10 O'CLOCK POSITION.
2. THE MINIMUM DISTANCE BETWEEN ANY TWO CONSECUTIVE FITTINGS SHALL BE 3 FEET, MEASURED BETWEEN FITTING CENTERLINES.
3. SANITARY SEWER SERVICE TAPS SHALL NOT BE MADE WITHIN 5 FEET OF A PIPE JOINT, OR 5 FEET FROM EDGE OF MANHOLE BASE.
4. A MAXIMUM OF FOUR SERVICE TAPS ARE ALLOWED PER 20 FOOT LENGTH OF PIPE.
5. IN NO CASE SHALL THE SERVICE PIPE BE ALLOWED TO PROTRUDE INTO THE PIPE.

**SANITARY SEWER SERVICE
CONNECTION DETAIL**

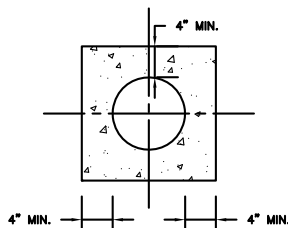
TOWN OF FAIRPLAY

NOT TO SCALE

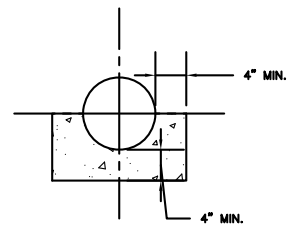
DWG: S-7



SECTION A-A



SECTION B-B



SECTION C-C

NOTE:

1. REFER TO TOWN OF FAIRPLAY TECHNICAL SPECIFICATIONS FOR MATERIALS AND INSTALLATION REQUIREMENTS.

**SANITARY SEWER SERVICE
CLEANOUT DETAIL**

TOWN OF FAIRPLAY

NOT TO SCALE

DWG: S-8

NOTES:

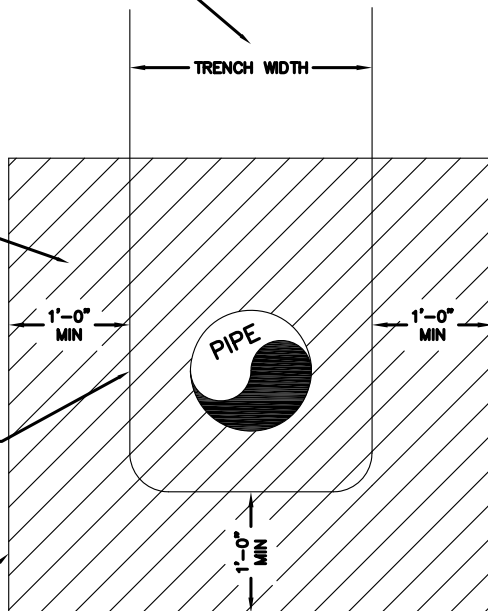
1. REFER TO TOWN OF FAIRPLAY TECHNICAL SPECIFICATIONS FOR GROUNDWATER BARRIER MATERIAL AND COMPACTION REQUIREMENTS.
2. LOCATE GROUNDWATER BARRIERS PER ACCEPTED CONSTRUCTION DRAWINGS AND TOWN OF FAIRPLAY TECHNICAL SPECIFICATIONS.

REPLACE ZONE ABOVE
GROUNDWATER BARRIER
WITH NATIVE BACKFILL OR
SELECT MATERIAL

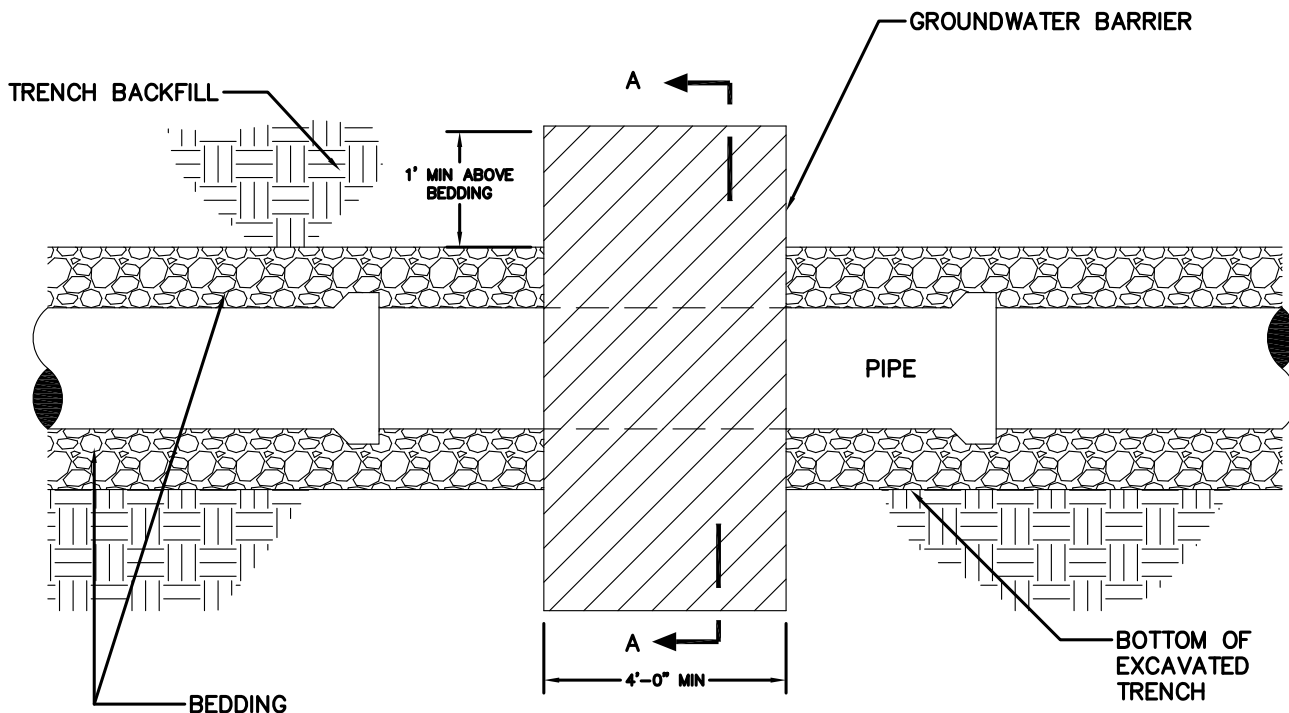
KEY INTO UNDISTURBED
SOIL (TYPICAL SIDES &
BOTTOM OF TRENCH)

LIMITS OF
EXCAVATED TRENCH

GROUNDWATER BARRIER



SECTION A-A



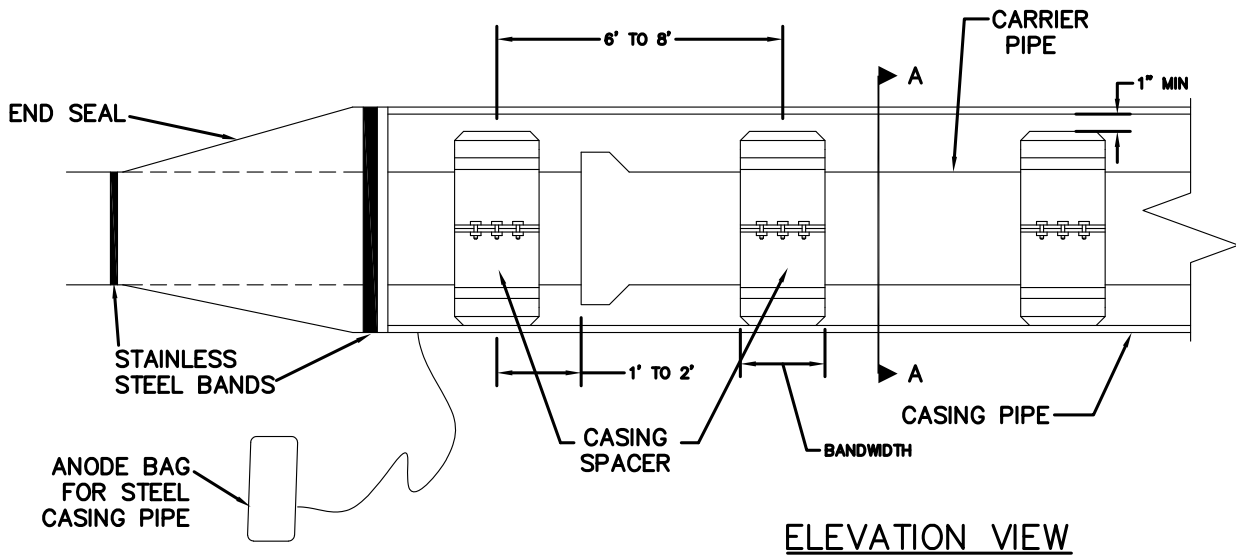
ELEVATION VIEW

*SANITARY SEWER
GROUNDWATER BARRIER*

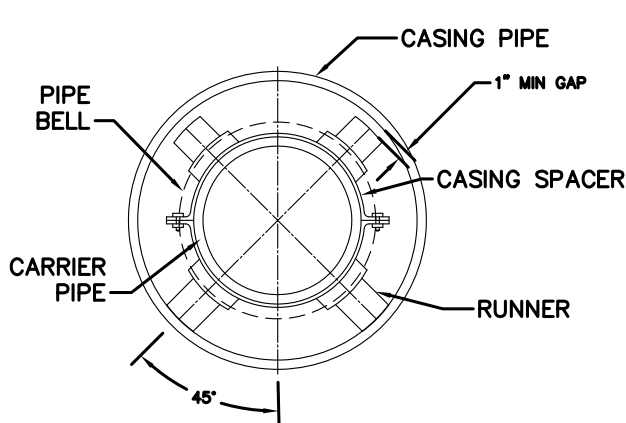
TOWN OF FAIRPLAY

NOT TO SCALE

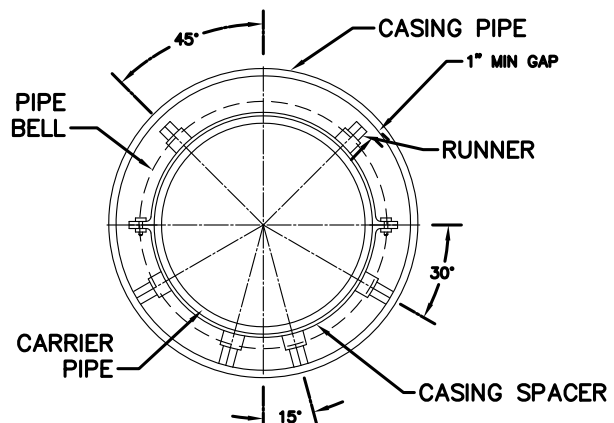
DWG: S-9



ELEVATION VIEW



FOR CARRIER PIPES 4"–12"



FOR CARRIER PIPES 15"

SECTION A-A

NOTES:

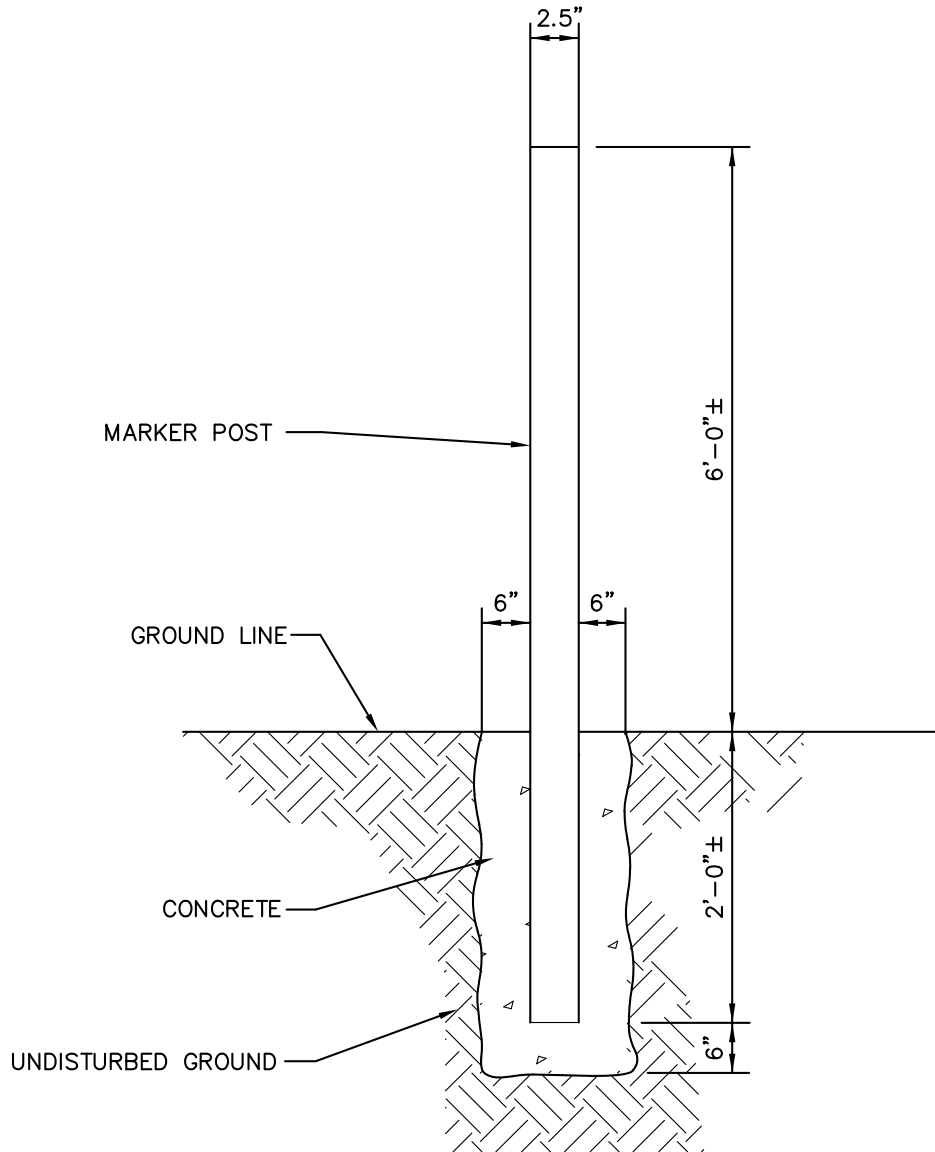
1. CASING PIPE, CASING SPACERS, END SEALS, AND ANODE BAG TO BE SUPPLIED AND INSTALLED PER TOWN OF FAIRPLAY TECHNICAL SPECIFICATIONS.
2. RECOMMENDED CASING SPACER POSITIONING – PLACE ONE CASING SPACER 1–2 FT ON EITHER SIDE OF THE BELL JOINT AND ONE EVERY 6–8 FT APART THERE AFTER FOR A TOTAL OF 3 CASING SPACERS PER PIPE LENGTH UNLESS OTHERWISE SPECIFIED BY THE MANUFACTURER OR TOWN.
3. FOR 12" DIAMETER AND SMALLER CARRIER PIPES USE 8" CASING SPACER BANDWIDTH.
4. FOR CARRIER PIPES LARGER THAN 12" DIAMETER USE 12" CASING SPACER BANDWIDTH.
5. CASING SPACERS TO BE IN THE "CENTER RESTRAINED" POSITION.
6. POLYWRAP DIP CASING PIPES.
7. ALL BORINGS & ENCASEMENTS WILL REQUIRE END SEALS AS SHOWN.

*SANITARY SEWER BORINGS
AND ENCASEMENTS*

TOWN OF FAIRPLAY

NOT TO SCALE

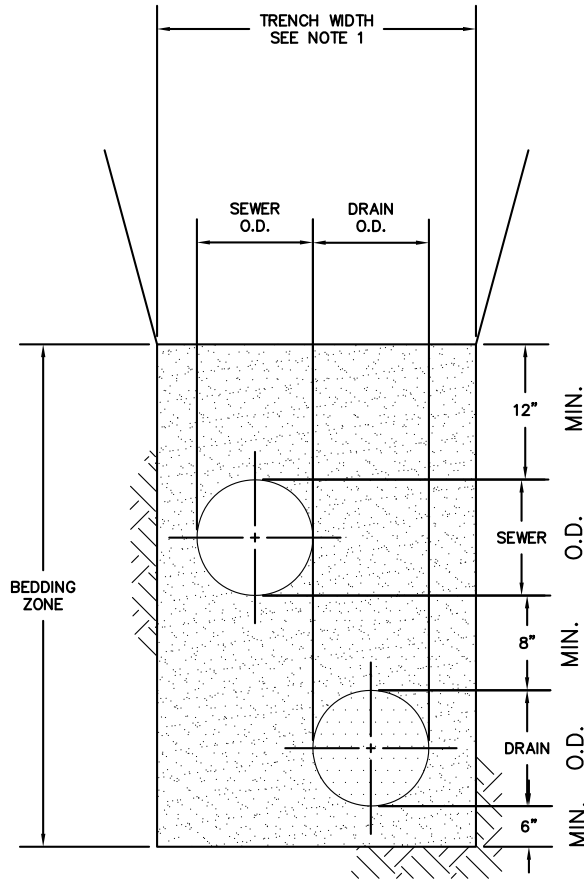
DWG: S-10



NOTES:

1. POST SHALL BE PLACED A MINIMUM 2 FEET, MAXIMUM 3 FEET BEHIND THE MANHOLE WITH FLAT SIDE FACING THE STREET.
2. SEE TOWN OF FAIRPLAY TECHNICAL SPECIFICATIONS FOR MARKER POST REQUIREMENTS.

<i>MARKER POST DETAIL</i>	
<i>TOWN OF FAIRPLAY</i>	
<i>NOT TO SCALE</i>	<i>DWG: S-11</i>



TYPICAL CROSS SECTION

NOTES:

1. THIS DETAIL TO BE USED IN CONJUNCTION WITH THE TRENCH DETAIL.
2. REFER TO TOWN OF FAIRPLAY TECHNICAL SPECIFICATIONS FOR BEDDING MATERIAL REQUIREMENTS.

**SANITARY SEWER
UNDERDRAIN DETAIL**

TOWN OF FAIRPLAY

NOT TO SCALE

DWG: S-12

DIVISION 7



Division 7 Construction Process/Project Acceptance

INDEX

CONSTRUCTION PROCESS/PROJECT ACCEPTANCE

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8.01 INTRODUCTION

- A. This Section defines the standard of care and documentation necessary to ensure the Town inherits a quality project. It is applicable to all projects that have received approval through the Town's land use process and will be dedicating infrastructure to the Town.
- B. The following subsections consist of the major steps involved with a detailed description of each. The construction process and associated checklists include the minimum standards to be followed. Some items may be viewed as guidelines or recommendations and every item may not be applicable on a particular project. Mandatory requirements for acceptance should be apparent. Any uncertainties can be clarified by contacting the Town Engineer.
- C. Before the Town accepts the dedication of public infrastructure, project (Owners) representatives shall provide the required documentation discussed in this section necessary to ensure a satisfactory and complete project. This process is not meant to be burdensome. With the proper level of construction oversight, developers will find that these requirements can easily be met. Again, the intent here is QA/QC and to facilitate a timely project acceptance which benefits both the Town and the developer.

8.02 SUBDIVISION IMPROVEMENTS AGREEMENT (SIA) COMPLIANCE

The SIA lists general and project specific requirements and timeframes. This section discusses how the SIA will be integrated into the construction process.

1. Copies should be distributed to all affected parties at pre-construction meeting.
2. Follow procedure in SIA for Letter of Credit/Security reductions.
3. Review SIA at time of Initial/Preliminary Acceptance and at Final acceptance to verify all work in compliance with SIA.
4. Town has right to ask for a sample station.
5. Developers are required to turn any Water-Rights on acquired land over to the Town.

8.03 PRE-BID MEETING

This section provides a checklist of the items that are necessary to discuss during a pre-bid meeting. A pre-bid meeting shall be held when any infrastructure will be dedicated to the Town of Fairplay. The Owner's or Owner's Engineer shall take and distribute notes of the key items discussed during the pre-bid meeting.

- A. Agenda Checklist (use all that apply)
 1. Introductions
 2. Scope of project.
 3. Potential revisions.
 4. Bonding/retainage information.
 5. Special construction issues – supplied equipment.
 6. Elements of the contract.
 - a. Specifications
 - b. Plans
 - c. Addenda dates and cutoff dates
 - d. Public Works Manual
 7. Schedule and sequencing issues.
 8. Coordination with Town for meeting date/time, or notify 72 hours prior.
 - a. Soil and groundwater issues

- b. Permits.
- c. Grading.
- d. Dewatering.
- e. Building.
- f. Other?
 - i. Funding issues.
 - ii. State funds.
 - iii. Bonding.
 - iv. Staging & disposal.
 - v. Testing – who pays?
 - vi. Personnel & roles for review, payment, approval & construction.
 - vii. Documentation – Who, what?
 - viii. Video
 - ix. As-builts
 - x. Operation & maintenance construction management issues.
- a. On-site office for Town representative?
- b. Weekly meetings?
- c. Construction survey
 - i. What by whom?

Utilities to site – Contractor or Town/Owner?

Temporary utilities.

Power

Water

Toilets Important to have Contractor/Owner warranty track with Town/Owner warranty.

8.04 PRE-CONSTRUCTION MEETING

- A. This section provides a checklist of issues that should be discussed in a pre-construction meeting. A pre-construction meeting shall be held for any project that will involve the dedication of public infrastructure to the Town of Fairplay. The pre-construction meeting shall be held before any construction on public infrastructure starts and after a general contractor has been selected by the Owner. Representatives from the Town of Fairplay, Town's Engineer, Owner's Engineer, Owner, Contractor, major subcontractors, etc., as appropriate, shall be invited to the meeting. Either the Owner's Engineer or another person appointed by the Owner shall coordinate, take notes and distribute notes from the meeting. The pre-construction meeting minutes shall be one of the documentation requirements required from the Town before preliminary acceptance is granted.

Agenda Checklist (use all that apply)

1. Introduction and sign-in.
2. Project personnel.
3. Lines of communication – resolution ladder.
4. Final construction drawings.
5. Who will be keeper of updated drawings?
6. Who will track changes?
7. Construction surveying – request timelines.
8. Permits.
9. Testing requirements.
 - a. Observation requirements
 - b. Documentation requirements.

- c. Shallow utility issues.
- d. Utility locates & coordination.
- e. Discussion of work hours.
- f. Progress payments.
- g. Submittal requirements.
- h. Periodic construction meetings.
- i. Quality control requirements – Contractor/Owner.
- j. Project closeout procedures.
- k. Contractual insurance certificates.
- l. Contractor license.
- m. Construction schedule, sequence & phasing.
- n. Approval of baseline schedule.
- o. Attendees (as appropriate) Owner's representatives
 - a. Town representatives.
 - b. Utility personnel.
 - c. Street personnel.
 - d. Owner's Engineer.
 - e. Utility company representatives.

Meeting minutes

- i. Who take notes?
- ii. Note distribution.

8.05 CONSTRUCTION DRAWINGS

- A. This section provides requirements for construction level drawings. The requirements start when the final construction sets are issued at the startup of a project.
 - 1. Have drawings received final approvals?
 - 2. Have drawings been updated from Bid process?
 - 3. Construction drawing sets shall be submitted to the Town and Town Engineer, as appropriate.
 - 4. Construction drawings shall be stamped "FOR CONSTRUCTION" and each page shall have the stamp and signature of a professional engineer.
 - 5. Cover sheet shall be signed by the Town Administrator.
 - 6. Town Engineer shall be notified in advance of construction if substantial design changes are required. This can be a Request-for-Information (RFI) for record keeping purposes.
 - 7. Any design changes to the initial set of drawings shall be clearly delineated by showing the change and date in the revision block and by reflecting the change with a cloud mark.
 - 8. Either the Owner's Engineer or Contractor shall keep track of changes for record drawings.
 - 9. Keep record set of drawings on site.

8.06 SUBMITTAL REQUIREMENTS

- A. Submittals are required for all major materials for public infrastructure dedicated to the Town. The checklists in this section shall be followed. The procedures for submittals and the submittal logs should be set up and discussed during the pre-construction meeting.
 - 1. See Section 01300 of Technical Specifications in Public Works Manual.
 - 2. Owner's Engineer shall keep submittal logs.
 - 3. Copies of approved submittals and logs shall be sent to Town and Town's Engineer.

4. Owner's Engineer and Contractor shall both review and stamp acceptance on submittals.
5. Any submittal that includes design/build items, such as retaining walls, water tank structural drawings will require a P.E. stamp.

8.07 PERMITS

- A. During the pre-construction meeting the required permits shall be discussed. One of the leading causes of construction and project delays is due to lack of adequate permits necessary for the project.
Verify the following are in place, if needed:
 1. CDPS Stormwater Construction Permit.
 2. Army Corps of Engineers 404 Permit.
 3. Construction Dewatering Permit.
 4. CDOT Access, Utility, Surveying Permits, etc.
 5. Town Grading Permit
 6. Building Permit
 7. Street Cut Permit
 8. Floodplain Development Permit
 - a. Approval letters from:
 - b. Town of Fairplay
 - c. Verify that all rights-of-way and easements have been obtained to start and complete construction.
 - d. Excavation Permit for over ½ Acre
 - e. Re-vegetation Bond security
 - f. Water Tap Permit
 - g. ROW permit

8.08 CONSTRUCTION OBSERVATION

- A. This section discusses process that should be followed for Construction Observation, from who should be responsible for observation to the required documentation throughout construction. In order for projects to be accepted by the Town upon final completion, documentation of these procedures shall be required to demonstrate that project is complete and meets the quality standards of the Town.
- B. Owner's Engineer must regularly observe project and be able to write letter for security releases and at project completion certifying that construction was accomplished in "substantial compliance" with the approved drawings, and appurtenant specifications, rules, regulations, Fairplay Municipal Code and Public Works Manual requirements.
 1. Town's Engineer to make periodic visits to observe construction, evaluate Contractor's efforts, and ensure Owner's Engineer is properly monitoring construction.
 2. Utility department personnel to make periodic visits to observe utility installations.
 3. Owner's representatives, Engineer, Town Engineer and utility personnel to be present during pressure testing, etc. (as agreed upon in project meetings)
 4. Owner's representatives, Engineer, Town Engineer and utility personnel to be present during punch list walkthroughs.
 5. Owner's representatives to take job photos.
 6. Owner's Engineer to coordinate additional testing requirements.
 7. Take minutes of meetings at the periodic construction meetings.

8. Minutes should include unresolved issues.
9. Owner's Engineer to write substantial completion letter to Town and request Initial/Preliminary Acceptance.
10. Town Engineer will then perform comprehensive on-site observation to confirm Owner's Engineer's letter is necessary for preliminary and final acceptance.
11. Need to fill out Town of Fairplay Project Acceptance checklist as outlined in Section 7.18.

8.09 DOCUMENTATION REQUIRED

- A. At the beginning of the project, it is important that all parties involved in the construction process understand the documentation required for Town acceptance at the end of the project.
- B. The Owner and Owner's Engineer shall be responsible for furnishing the Town with a complete set of project records. Approved material submittals; should be transmitted prior to construction, meeting notes, inspection reports and test results should be furnished at regular intervals (bi-weekly or monthly as agreed upon). By the end of a project and before the Town accepts dedication of the infrastructure, all of the documentation discussed in this section should be provided to the Town.
 1. Bonding and insurance information.
 2. Pre-bid meeting notes.
 3. Pre-construction meeting notes.
 4. Periodic meeting notes.
 5. Site observation logs. (inspection reports).
 6. Testing records.
 7. Record drawings.
 8. Approved material info.
 9. Submittals and submittal logs.
 10. Job photos.
 11. Punch lists
 12. Owner's Engineer's Initial/ Preliminary Acceptance letter.
 13. Town Engineer's Initial/ Preliminary Acceptance letter.
 14. Board of Trustees Preliminary Acceptance setting the two-year warranty period.
 15. Owner's request for Final Acceptance at 23 months.
 16. Warranty item punch list.
 17. Town Engineer's Final acceptance letter
 18. Board of Trustees Final Acceptance.

8.10 UTILITY COORDINATION

- A. Shallow and deep utility coordination is extremely important to the outcome of the construction process. The Town strongly recommends that the final utility design be incorporated into the approved construction drawings (rather than relying on separate drawings produced by the respective utility). Lack of utility coordination is a leading cause of construction budget and schedule overruns. The checklists below should be discussed during the pre-construction meeting.
 1. Who shall be responsible for line locations?
 2. Verification of existing facilities.
 3. Point of contact for fieldwork.

4. Coordination of utility supplied materials and work.
5. Notification process.
6. Disruption schedules (i.e., irrigation, water, water taps).

B. Shallow utility construction is often the source of numerous punchlist items and Town acceptance issues. The Owner is ultimately responsible for all work on the project, and appropriate coordination and inspection of shallow utility work is a must on every project.

8.11 PERIODIC RECURRING MEETINGS

A. Continual, recurring and open communication between all parties is essential to a successful construction process. Recurring meetings between the parties throughout the construction phase is necessary to discuss and resolve issues before they become problems. The resolution of these issues should occur as soon as possible when they first arise - not at the end of a project. This section provides a checklist of issues related to periodic recurring meetings. Weekly meetings on site at the same time during the length of construction are preferable. Notes should be taken by the Owner's Engineer/representative and distributed to all parties.

1. Need to decide at pre-construction meeting where, who and how often construction meetings should occur.
2. Distribution of notes shall be decided at pre-construction meeting.
3. Discuss all design changes to construction documents.
4. Discuss all changed conditions to the construction contract.
5. Discuss project progress and schedule.
6. Discuss unresolved items.
7. Discuss all non-conforming work and the resolution to bring work into compliance.

8.12 TESTING REQUIREMENTS

A. The process of testing throughout the project for soils density testing, asphalt and concrete tests, etc., shall be set up before the project starts. Minimum requirements are listed in the Technical Specification and checklists contained in this manual. The pre-construction meeting and periodic recurring project meetings shall discuss the procedures, ongoing results and any corrective measures required as a result of the testing processes.

1. Who will
2. be responsible for the soils/concrete/asphalt testing?
3. Discuss and agree upon the frequency of tests. (To be in accordance with approved plans, specifications and this Public Works Manual.)
4. Documentation and test results to be submitted to Town.
5. Contract for testing shall be between Contractor/Owner.
6. Stringline inspection for curb and gutter sections important.
7. Proof roll subgrade.

8.13 PRE-PAVING/POUR MEETING

A. Both the paving and curb and gutter construction processes are extremely important to the longevity and functionality of public streets. Pre-paving/pour meetings shall be held with the paving or curb and gutter subcontractors to discuss procedures. This is particularly true of asphalt paving operations as it oftentimes occurs in the fall as cold weather sets in during conditions that may not be acceptable for Hot Bituminous Pavement quality control. The checklists in this section should be discussed during these meetings.

1. Schedule a pre-paving/pour meeting no later than one week before paving begins.
2. Paving/concrete subcontractor must attend.
3. Set up procedures for testing and quality control.
4. Must discuss weather issues, i.e., minimum/maximum temperatures, etc.
5. Discuss formwork/falsework inspection and rebar checks.
6. Must discuss subgrade and subbase testing procedures, i.e., geotechnical and proof rolling.
7. Must discuss road sections and maximum lift per course.
8. Stringline inspection for curb and gutter sections.

8.14 PROJECT INITIAL/PRELIMINARY ACCEPTANCE

- A. Initial/Preliminary Acceptance can occur after Substantial Completion of the project. Substantial Completion is defined as the point when “The Work (or a specified part thereof) has progressed to the point whereas, in the opinion of the Engineer, as evidenced by the Engineers definitive Certificate of Substantial Completion, it is sufficiently complete, in accordance with the Contract Documents, so that the Work (or specified part) can be utilized for the purposes for which it is intended.” Because Substantial Completion is a key concept in the acceptance of the Work, this section discusses the procedure that should be followed to establish Substantial Completion.
- B. Must be initiated by contractor who notifies Owner’s Engineer that he is substantially complete.
- C. Owner’s Engineer must confirm substantial completion; send letter and documentation listed below to Town recommending acceptance and requesting walkthrough with Town and other affected entities.
 1. Acceptance Request Letter
 2. Pre-final "As-built" Drawings
 3. Stamped certification letter from design engineer verifying all improvements were built to meet the requirements of the Town of Fairplay.
 4. Copies of all inspection reports, test results, construction docs. etc shall be included if not previously transmitted.
 5. Support documentation (installation and operation manuals) of those facilities and equipment constructed/installed as part of project.
 6. Submittal detailing any and all-specific requirements as listed below) and actions taken to meet these requirements.
 - a. Subdivision Improvement Regulations
 - b. Zone District Regulations
 - c. Commitments or Requirements made during Public Hearing
 - d. Contractual Agreements
 - e. Annexation Agreements
 - f. Any/All Other
 7. Town and other representatives to perform site walkthrough and develop punch list items to be rectified prior to Initial/Preliminary Acceptance.
 8. Town Engineer to send letter to Town to recommend Initial/ Preliminary acceptance after satisfactory completion of all punch list items and receipt of all documentation.
 9. Board of Trustees’s Initial/Preliminary acceptance triggers two-year warranty period.

8.15 PUNCH LIST PREPARATION

- A. This section provides the procedure to follow for the initial preparation and follow-through to completion of punch lists.
1. Owner's Engineer to prepare punch list.
 2. Must have items from utility companies, etc.
 3. Must have date initially added to list, date of completion for repairs, and date of signoff of originator of item.

8.16 WARRANTY PERIOD

- A. This section discusses the warranty period between the Town and the Owner (Owner) of the project and infrastructure being dedicated to the Town.
1. Warranty period shall be two years.
 2. Triggered by date of Board of Trustees's Initial/Preliminary acceptance. (Note: satisfactory tests results and partial security releases do not initiate the warranty period.)
 3. SIA typically reserves 10% of project cost for security during warranty.
 4. Owner's Engineer and reps shall keep track of scheduling a warranty period walkthrough at about 22 months. (Note: Security and warranty shall remain in effect if Owner fails to initiate walk-through and Final Acceptance procedures.)
 5. Important to have Contractor/Owner warranty track with Town/Owner warranty.

8.17 FINAL ACCEPTANCE

- A. This section includes a checklist of items that are required prior to final acceptance by the Town. These items should be understood at the start of the project and kept current throughout the construction.

Project Final Acceptance must include the following:

1. Letter from Owner's Engineer.
2. Letter from districts and Town Engineer recommending acceptance.
3. Record drawings.
4. Updated plat.
5. CADD files.
6. Hard copy drawings.
7. SIA Letter of Credit Reduction letters.
8. Project documentation.
9. Completion of punch list
10. Initial/ Preliminary Acceptance and establishment of warranty period.
11. Warranty work documentation and Owner's request for Final Acceptance
12. Final walk-through and completion of punch list
13. Town Engineer's recommendation of Final Acceptance
14. Board of Trustees ruling of Final Acceptance

8.18 RECORD DRAWINGS

- A. Record Drawings (commonly known as as-built drawings) are a requirement of Initial/Final Acceptance. C/O will be returned only after the town receives the as-built drawings. Use design drawings as base drawings. It is important to keep these drawings current throughout the project and not to wait until project completion to start them. This section provides a checklist of items to be included in the Record Drawings.

Drawings to show the following:

1. Swing ties to end of water and sewer service lines.
2. Rim and invert elevations of sanitary and storm sewer manholes and inlets.
3. Location of all major utilities.
4. Elevation at end of sewer service lines.
5. Show all plat information, i.e., rights-of-way and easements.
6. Show all phone and cable pedestals, electric transformers, etc.
7. Show all shallow utilities.
8. Show CMP's and all drainage features.
 - a. Water infrastructure, including fire hydrants, curb valves, main line valves, bends, fittings, etc.
 - 1) Swing ties to water valves and curb stops.
 - 2) Field/redline changes incorporated/annotated in electronic files.
 - b. Secondary irrigation infrastructure.
 - c. Stamp drawings as record drawings.
9. Provide CADD drawings and scanned copies of drawings to Town.

END OF SECTION



MEMORANDUM

TO: Mayor and Board of Trustees
FROM: Kim Wittbrodt, Treasurer
RE: Personnel Handbook
DATE: February 3, 2022

Agenda Item: Updated Personnel Handbook

Attached you will find changes to our Personnel Handbook that have been recommended by our Town Attorney. This update will put us in compliance with new state and federal employment laws.

Staff recommends approval of this document.

This requires a first, second and voice vote.

TOWN OF FAIRPLAY, COLORADO

**RESOLUTION NO. 6
SERIES OF 2022**

A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO APPROVING AN AMENDED PERSONNEL HANDBOOK FOR THE TOWN OF FAIRPLAY.

WHEREAS, the Board of Trustees adopted the current Personnel Handbook September 2020 via Resolution 27, Series, 2020; and

WHEREAS, the Town has been advised by the Colorado Intergovernmental Risk Sharing Agency (CIRSA) that a Personnel Handbook is an effective loss control measure;

WHEREAS, the Board recognizes that laws change and the Town personnel rules must be amended at times to comply with State and Federal regulations; and

WHEREAS, Town Attorney has reviewed the document and provided valuable updates to ensure the Town’s compliance with Personnel Laws in general;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO THAT:

Section 1. The Town of Fairplay Personnel Handbook attached hereto as “EXHIBIT A” dated of February 7, 2022 is adopted and shall become effective immediately.

Section 2. A copy of the amended Personnel Handbook shall be distributed to each employee upon adoption.

RESOLVED, APPROVED, and ADOPTED this ____ day of _____, 2022.

TOWN OF FAIRPLAY, COLORADO

(Seal)

Frank Just, Mayor

ATTEST:

Janell Scacca, Town Clerk



TOWN OF FAIRPLAY PERSONNEL HANDBOOK

Effective ~~Sept. 1, 2020~~ February 7, 2022

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INTRODUCTION

Welcome!

On behalf of your colleagues and the Board of Trustees, I welcome you to the Town of Fairplay (“Town”) and wish you every success here. We believe that each employee contributes directly to the Town's growth and success, and we hope you will take pride in being a member of our team.

This Handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee Handbook as soon as possible, for it will answer many questions about employment with the Town.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

[Tina Darrah Janell Sciacca](#)

Town Administrator

INTRODUCTORY STATEMENT

This Handbook is designed to acquaint you with the Town and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the Town to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee Handbook can anticipate every circumstance or question about policy. As the Town continues to grow, the need may arise and the Town reserves the right to revise, supplement, or rescind any policies or portion of the Handbook from time to time as it deems appropriate, in its sole and absolute discretion. Amendments shall be effective as of the date adopted and employees shall be promptly notified of the adoption of any amendments. The only exception to any changes is our employment-at-will policy permitting you or the Town to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the Handbook as they occur.

Additionally, the policies in this Handbook are not intended to supersede the Town’s ordinances, or other applicable laws; in case of any conflict between these policies and such ordinances, department policies, or laws, the latter shall prevail. Any matter not specifically covered by this Handbook may be administered by the Town Administrator in a manner not inconsistent with this Handbook.

ORGANIZATION AND ADMINISTRATION

The Town operates under a Mayor – Council form of government with an appointed Town Administrator. The Board of Trustees provides strategic leadership, goal setting and policy-making authority, and employs the Town Administrator who is responsible for the day-to-day management, financial and technical support to ensure equitable, efficient and effective implementation of government services to our citizens.

The Town provides a full range of public services, including a Police Department, Municipal Utilities (water and wastewater), Infrastructure (streets, public buildings, and sidewalks), and parks and recreation areas.

The Town Staff is organized into various departments. The Town Administrator exercises supervision and control over departments. The current departments are Administration, Public Works, and Police Department. Each department is led by a Director. Some departments include other supervisory positions, which are delegated responsibility in these Employee Policies. Depending on the responsibilities of the department and specific employee roles, additional policies and procedures may be developed and implemented by the Director. Those departmental policies will not contradict Town policies but may provide clarification for specific work areas.

PUBLIC PERCEPTION AND CUSTOMER RELATIONS

Every employee represents the Town to the public. The way we do our jobs presents an image of our entire Town. The public judges all of us by how they are treated with each employee contact. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to the public.

Individuals who wish to lodge specific comments or complaints should be directed to the immediate supervisor for appropriate action. Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves, but also of the professionalism of the Town. Positive customer relations enhance the public's perception or image of the Town.

DISCLAIMER

IMPORTANT

These Employee Policies do not create: (1) a contract of employment; (2) a promise or assurance regarding the duration of right to employment; (3) employee property interest in employment; (4) any right to a hearing prior to a disciplinary action, including termination of employment; (5) any obligation by the Town to assert or prove a cause for disciplinary action, including termination of employment; or (6) a right to rebut a cause asserted by the Town for disciplinary action, including termination of employment. The Town reserves the right to interpret and change or rescind these policies at any time, as well as the right to determine their meaning, purpose, and effect. The Town also reserves the right, in its sole discretion, to determine whether, and to what extent, these policies and procedures should be applied in any given circumstance. No personal contract or agreement shall be implied by these policies or the statement of any employee of the Town, unless in writing, signed by the Mayor, or, where required, the Board of Trustees.

These policies apply to all Town employees, except the overtime compensation policies, which do not apply to positions that are classified as "exempt" by the Town pursuant to the federal Fair Labor Standards Act ("FLSA").

SECTION 1: EMPLOYMENT

101 AT-WILL NATURE OF EMPLOYMENT

Effective Date: Sept. 1, 2020

Revision Date:

Employment with the Town is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the Town may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. Nothing in this Handbook is intended to modify the Town's at-will employment policy.

Policies set forth in this Handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Town and any of its employees. The provisions of the Handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or canceled at any time, at the Town's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Town Administrator or, where required, by Board of Trustees.

The violation of any policy in the policies set forth herein or otherwise established by the Town may result in discipline, up to and including termination of employment.

102 EMPLOYEE RELATIONS

Effective Date: Sept. 1, 2020

Revision Date:

The Town believes the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe the Town amply demonstrates its commitment to employees by responding effectively to employee concerns.

103 EQUAL EMPLOYMENT OPPORTUNITY

Effective Date: Sept. 1, 2020

Revision Date:

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Town will be based on merit, qualifications, and abilities. The Town does not discriminate in employment opportunities or practices on the basis of race, creed, color, religion, sex, national origin, ancestry, age, disability, sexual preference, gender identity or expression, marital or military status, or political affiliation, or any other characteristic protected by law, subject to reasonable requirements of the Town as may be permitted by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Town Administrator. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

104 IMMIGRATION LAW COMPLIANCE

Effective Date: Sept. 1, 2020

Revision Date:

The Town is committed to employing only United States citizens and individuals who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Town within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Town Treasurer. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

105 DISABILITY ACCOMMODATION

Effective Date: Sept. 1, 2020

Revision Date:

The Town is committed to complying fully with the Americans with Disabilities Act (ADA), as amended, and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis and employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual. Reasonable accommodations are available to all employees where a disability affects the employee's performance of job functions, subject to reasonable requirements of the Town as may be permitted by law unless doing so would result in an undue hardship to the Town.

This policy is neither exhaustive nor exclusive. The Town is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws. This policy governs all aspect of employment, including, but not limited to, application, selection, job assignment, compensation, discipline, termination and access to benefits and training.

106 BUSINESS ETHICS AND CONDUCT

Effective Date: Sept. 1, 2020

Revision Date:

The successful operation and reputation of the Town is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of the Town is dependent upon the public's trust and we are dedicated to preserving that trust. Employees owe a duty to the Town, the Board of Trustees, and the public to act in a way that will merit the continued trust and confidence of all.

The Town will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgment, based on high ethical principles, should guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Town Administrator for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Town employee. Disregarding or failing to comply with this standard of business ethics and conduct may lead to disciplinary action, up to and including possible termination of employment. Town employees shall abide by C.R.S. §24-18-104, "Rules of conduct for all public officers, members of the general assembly, local government officials, and employees."

107 CONFLICTS OF INTEREST

Effective Date: Sept. 1, 2020

Revision Date:

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Town wishes to operate. The purpose of these guidelines is to provide general direction so employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Town Administrator for more information or questions about conflicts of interest.

1. Town employees shall not place their personal or business interests above the best interests of the Town's constituents. Accordingly, in addition to any other prohibitions established by ordinance or other applicable law, employees of the Town shall not:

- a) Engage in a substantial financial transaction for private business purposes with another employee whom they supervise;
- b) Take any official action directly and substantially affecting their economic benefit, a business or other undertaking in which they have a substantial financial interest or business arrangement;
- c) Disclose or use confidential information acquired in the course of their official duties to further personal financial interests; or
- d) Accept a gift of substantial value or a substantial economic benefit which might tend improperly to influence an employee in the discharge of their responsibilities, or which could be construed as a reward for action taken in the course of official duties.
- e) Employee must comply with Colorado Law limiting the amount of gifts that a public employee may receive each year.

Substantial financial interest means an interest owned or held by an employee which is:

- a) An ownership interest in a business;
- b) A creditor interest in a business;
- c) An ownership interest in real or personal property;
- d) A loan or any other debtor interest;
- e) A directorship or officership in a business.

An employee shall be presumed to have a substantial financial interest in any of the above-mentioned interests owned, held or controlled by such officer's spouse or dependent children.

2. No Town employee shall be directly or indirectly interested in any contract with the Town without first fully disclosing such interest to and obtaining the written approval of the Board. Likewise, no Town employee or member of an appointed or elected board shall have any interest in any enterprise or organization doing business with the Town which might interfere with the unbiased discharge of his/her duty to the public in the best interests of the Town without first fully disclosing such interest to and obtaining the written approval of the Board. In the event a question arises as to a possible conflict of interest between any Town employee, or member of an elected or appointed board, and any enterprise or organization doing business with the Town, the question must be presented to the Board for review, investigation, and a final decision.

3. The requirements of this section are in addition to applicable conflict of interest requirements of Federal or State law, or Town ordinances.

108 JOB POSTING

Effective Date: Sept. 1, 2020

Revision Date: [February 7, 2022](#)

Generally, job openings will be posted at Town Hall and disseminated through the email system. Each job posting notice will include the dates of the posting period, job title, department, location, job summary, essential duties, and qualifications (required skills and abilities). [However, the Town reserves its discretionary right to not post a particular opening.](#)

Employees may indicate their interest in open positions and advance within the Town according to their skills and experience. To be eligible to apply for a posted job, employees should have performed competently for at least 365 calendar days in their current position. Employees who have a written warning on file or are on probation or suspension may not be eligible to apply for posted

jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a job posting application to the appropriate hiring party or Department Head listing job-related skills and accomplishments. It should also describe how their current experience with the Town and prior work experience and/or education qualifies them for the position.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions.

109 ORIENTATION AND TRAINING

Effective Date: Sept. 1, 2020

Revision Date:

New employees shall be provided information concerning the Town's pay plan, personnel policies, employee benefits, promotional opportunities, safety and training programs, and other Town policies and programs having a bearing on employment

It shall be the responsibility of each supervisor to orient, or assure orientation is provided to all new employees in regard to policies, goals, objectives, and job-related policies and programs, and any other matter having a bearing on such person's employment in the department assigned. In general, costs for training sessions approved by the department but not sponsored by the Town and held away from Town facilities will be paid out of individual departmental training budgets.

110 ELIGIBILITY FOR REHIRE

Effective Date: Sept. 1, 2020

Revision Date: [February 7, 2022](#)

Former employees who left employment with the Town of Fairplay in good standing may be considered for rehire, [absent an applicable agreement to the contrary](#). Former employees who were dismissed for disciplinary reasons may not be considered for rehire. A former employee who is rehired will be considered a new employee from the date of re-employment, [except where otherwise required by law](#). Length of service for the purpose of benefits is governed by the terms of each benefit plan. Employees who retire may be eligible, in certain circumstances, to be considered for rehire.

111 HIRING OF RELATIVES

Effective Date: Sept. 1, 2020

Revision Date: [February 7, 2022](#)

The employment of close relatives or individuals involved in a dating [or intimate](#) relationship in the same department can be disruptive to the workplace. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a close relative is anyone, whether by birth or adoption, a spouse, civil union or domestic partner and any individuals related by blood or adoption. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Close relatives and individuals involved in a dating [or intimate](#) relationship may not occupy positions where one would directly or indirectly exercise supervisory, appointment, dismissal or disciplinary authority over the other; or where one would audit, receive, or be entrusted with moneys received or handled by the other in the course of employment. The Town reserves the right to take prompt action if an actual conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

When employees of the Town become related or establish a dating [or intimate](#) relationship and their working relationship is prohibited by this policy, one employee will be required to transfer to another position, provided a position is available, or to

resign. If neither affected employee voluntarily transfers or resigns, the Town Administrator shall terminate or transfer one of the employees, at his discretion.

In other cases where a conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

No person related to the Mayor or a Board of Trustee member by blood, marriage, civil union or domestic partnership within the first or second degree shall be appointed to any full-time or part-time office, position, employment or duty. A relationship in the first degree shall include parents, spouses and domestic partners, children, spouse or domestic partner of children, and siblings. A relationship in the second degree shall include grandparents, grandchildren, uncles, aunts, cousins, nieces and nephews. Such related person may be appointed to seasonal and temporary employment positions. An employee whose relative is elected or appointed to office subsequent to such employee's commencement of full-time or part-time employment may retain the current position.

No person, including those applying for regular full-time or part-time, seasonal, or temporary employment, shall be interviewed, appointed, or hired within a first or second degree of relationship to the Town Administrator.

112 OUTSIDE EMPLOYMENT

Effective Date: Sept. 1, 2020

Revision Date:

Employees may hold outside jobs as long as they meet the performance standards of their job with the Town. All employees will be judged by the same performance standards and will be subject to the Town's scheduling demands, regardless of any existing outside work requirements. If the Town determines an employee's outside work interferes with performance or the ability to meet the requirements of the Town as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the Town.

A letter with the Town Administrator's signature must be placed in the officer's or employee's personnel file stating the type of job, location and hours worked.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the Town for materials produced or services rendered while performing their jobs.

SECTION 2: EMPLOYMENT STATUS AND RECORDS

201 EMPLOYMENT CATEGORIES

Effective Date: Sept. 1, 2020

Revision Date: [February 7, 2022](#)

It is the intent of the Town to clarify the definitions of employment classifications so employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the Town.

Each employee is designated as either *NONEXEMPT* or *EXEMPT* from federal and state wage and hour laws. *NONEXEMPT* employees are entitled to overtime pay under the specific provisions of federal and state laws. *EXEMPT* employees are excluded from specific provisions of federal and state wage and hour laws. An employee's *EXEMPT* or *NONEXEMPT* classification may be changed only upon written notification by the Town Administrator.

In addition to the above categories, each employee will belong to one other employment category, as follows:

OFFICERS: This is a position appointed by the Board of Trustees per Colorado Revised Statutes and the Fairplay Municipal Code. Town Officers include the Town Administrator, Town Clerk, and Town Treasurer

REGULAR FULL-TIME: These are positions that are regularly scheduled to work more than 32 hours per week. Generally, they are eligible for the Town's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME: These are positions that are regularly scheduled to work less than 32 hours per week. While they do receive all legally mandated benefits ~~(such as Social Security and workers' compensation insurance)~~, they are ineligible for most of the Town's other benefit programs, [except where required by law](#).

TEMPORARY OR SEASONAL: These are positions that are filled by employees hired for a specific period of time or for a specific project and are not eligible for benefits, except as outlined in other sections of this Handbook [or as except where required by law](#).

202 ACCESS TO PERSONNEL FILES

Effective Date: Sept. 1, 2020

Revision Date:

The Town maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the Town, and access to the information they contain is restricted, subject to the Colorado Open Records Act. Generally, only supervisors and management personnel of the Town who have a legitimate reason to review information in a file are allowed to do so. All personnel records are maintained in compliance with the laws related to public records. No documents shall be released from a personnel record, except as required by the Colorado Open Records Act, without a written request from the employee designating the documents to be released and the person or entity to which the release is to be made, and indemnifying and holding harmless the Town from liability, claims, and demands resulting from such release.

Employees who wish to review their own file should contact the Town Treasurer. With reasonable advance notice, employees may review their own personnel files, except for any previous employer recommendations or references contained therein, in the Town's offices and in the presence of a Town representative. An employee shall have the opportunity to submit a letter to the file, responding to or rebutting information contained in his/her file.

203 EMPLOYMENT REFERENCE CHECKS

Effective Date: Sept. 1, 2020

Revision Date:

Unless required by a valid court order or the law, at the written request of the subject employee, or the employee provides a signed written release, the Town will furnish only the following information about past or present Town employees:

- a) Dates of employment
- b) Current job title or job title at date of separation from employment
- c) Verification of salary information

No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry, unless the release is authorized or required by the Colorado Open Records Act. All requests for information regarding past or present Town employees shall be directed to the Town Administrator.

204 PERSONNEL DATA CHANGES

Effective Date: Sept. 1, 2020

Revision Date:

It is the responsibility of each employee to promptly notify the Town of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Town Treasurer.

205 EMPLOYMENT APPLICATIONS

Effective Date: Sept. 1, 2020

Revision Date:

The Town relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

206 PERFORMANCE EVALUATION

Effective Date: Sept. 1, 2020

Revision Date:

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, ongoing basis. Formal performance evaluations are generally conducted at the end of an employee's initial period (6 months) in any new position. This introductory period allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. The performance of all employees is generally evaluated according to an ongoing 12-month cycle. Nothing in this policy should be construed as granting employees a right to an evaluation. Merit-based pay adjustments or bonuses may be awarded by the Town in an effort to recognize outstanding employee performance. The decision to award such an adjustment is dependent upon numerous factors, including, but not limited to, the information documented by this formal performance evaluation process.

All evaluation forms, following completion, shall be signed by the supervisor and the employee, and then forwarded to the Town Administrator for review and approval. The evaluation process permits oral and written responses by the employee being evaluated. Original, signed performance evaluations are filed in the employee's personnel file.

207 JOB DESCRIPTIONS

Effective Date: Sept. 1, 2020

Revision Date:

The Town maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Town Administrator and the Department Head prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact your supervisor if you have any questions or concerns about your job description.

208 SALARY ADMINISTRATION

Effective Date: Sept. 1, 2020

Revision Date:

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. The Town periodically reviews its salary administration program and restructures it as necessary. Merit-based pay adjustments or bonuses may be awarded in conjunction with outstanding employee performance documented by the performance evaluation process, as well as other contributing factors.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices. The Town Treasurer is also available to answer specific questions about the salary administration program.

209 MEDICAL INFORMATION PRIVACY

Effective Date: Sept. 1, 2020

Revision Date:

The Town is committed to maintaining and protecting the confidentiality of our employees' personal information in compliance with the Health Insurance Portability and Accountability Act (HIPAA). The Town Treasurer is the designated Privacy Officer for all employee medical information.

210 SOCIAL SECURITY NUMBER PRIVACY

Effective Date: Sept. 1, 2020

Revision Date:

To protect employees' personal information, Town prohibits the use of employees' Social Security numbers for identification purposes, except as allowed by law. The Town will not:

- Publicly post or publicly display in any manner an employee's Social Security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise make available to the general public.
- Print an employee's Social Security number on any card required for the employee to access products or services provided by the Town.
- Require an employee to transmit his or her Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
- Require an employee to use his or her Social Security number to access an Internet web site, unless a password or unique personal identification number or another authentication device is also required to access the Internet web site.
- Print an employee's Social Security number on any materials that are mailed to the employee, unless state or federal law requires the Social Security number to be on the document to be mailed.

However, Social Security numbers may be included in applications and forms sent by mail, including documents sent as part of an application or enrollment process; or to establish, amend, or terminate an account, contract, or policy; or to confirm the accuracy of the Social Security number.

SECTION 3: BENEFIT PROGRAMS

301 EMPLOYEE BENEFITS

Effective Date: Sept. 1, 2020

Revision Date: [February 7, 2022](#)

Regular full-time employees, working a minimum of 32 hours per week are eligible for benefits, such as group medical, dental, vision, life, and disability insurance coverage programs through the Town. Unless noted otherwise in these policies [and except where required by law](#), regular part-time and temporary or seasonal employees are not eligible to receive benefits including insurance, retirement, leave, and holidays. The Town covers all employees in the manner prescribed by law for Social Security, workers' compensation, and unemployment insurance.

In the event the Handbook information conflicts with the actual terms and conditions of coverage, the latter governs. For detailed information describing the insurance coverages or to obtain Summary Plan Descriptions, contact the Town Office.

302 HEALTH, DENTAL, AND VISION INSURANCE

Effective Date: Sept. 1, 2020

Revision Date:

Regular full-time employees and their dependents are eligible to participate in the Town's medical, dental, and vision insurance programs on the first day of the month following their start date and subject to all terms and conditions of the agreement between the Town and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee and his/her qualified dependents for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) Policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD), which can be obtained from the Town Treasurer. An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees.

303 BENEFITS CONTINUATION (COBRA)

Effective Date: Sept. 1, 2020

Revision Date:

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Town's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. It is the responsibility of the employee to notify the Town Treasurer of any qualifying events stated above in order to comply with the distribution of COBRA notifications for continued coverage.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the Town's group rates plus an administration fee. Town provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Town's health insurance plan. The notice contains important information about the employee's rights and obligations.

304 WORKERS' COMPENSATION INSURANCE

Effective Date: Sept. 1, 2020

Revision Date:

Employees are covered for employment-related injury or illness by the Colorado Worker's Compensation Act. Under the Act, an employee may receive benefits for missing work as a result of an employment-related injury or illness. Delay in reporting a work-related injury or illness may result in a reduction of benefits under the Act.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately, but no later than seventy-two (72) hours following the accident, no matter how minor an on-the-job injury may appear. Employees shall cooperate in a timely manner with written reports, forms and other requests required by the supervisor, the Board of Trustees or its agents, insurance companies, or other authorities.

If medical treatment is needed, it must be provided from a Town-designated provider. In the event a workers' compensation injury requires time off from work, the employee may, at his/her option, use accrued PTO, Comp Time, or Prior Sick Leave to supplement workers' compensation benefits not to exceed his/her regular salary for the applicable period.

The Town will attempt to reasonably accommodate an employee who is released by his/her physician for modified duty after a workers' compensation injury or illness. Modified duty must be approved by the Town Administrator in coordination with the employee's department head.

305 MODIFIED DUTY/TEMPORARY RE-ASSIGNMENT

Effective Date: Sept. 1, 2020

Revision Date:

Modified duty or temporary work reassignment may be considered when a full-time employee is unable to perform his/her regular duties due to a work-related injury or illness. The types of modified duty/temporary job reassignment available may include:

1. Job restructuring by reallocating or redistributing of appropriate job functions, or by altering when and/or how such functions are performed.
2. Reassignment to another, vacant position, if appropriate.
3. Other methods as warranted.

The following conditions must be met by an employee seeking modified duty/temporary reassignment:

1. The employee must provide a WORK STATUS form from the designated physician indicating he/she is unable to perform his/her regularly assigned duties. The form must contain the physician's estimation of the timeframe the condition is expected to exist, and a statement from the physician releasing the employee to return to work for the modified duty/temporary reassignment. Limitations or restrictions shall be specifically documented on the WORK STATUS form by the physician; the physician shall also verify on the form that the modified duty or temporary re-assignment can be performed by the employee and is within the employee's limitations or restrictions.
2. The department head must determine that modified duty/temporary reassignment is available within the department or another department, that the modified duty/temporary reassignment is consistent with the limitations and restrictions indicated by the physician, and that the modified duty/temporary reassignment is not imposing undue hardship on operations. If the reassignment is to a position created as a temporary job, the duration of assignment shall be limited to the temporary period established for the job.

The department head will be responsible for overseeing the modified duty/temporary reassignment and tracking the number of hours worked by the employee each week.

Regular updates from the physician shall be required by the Town during the modified duty/temporary reassignment period. All information from the physician shall be collected and maintained on separate forms in separate medical files and shall be treated as a confidential medical record except as otherwise permitted or required by law.

The modified duty/temporary reassignment shall be evaluated every two weeks by the employee's department head and the Town Administrator, regarding continuation or termination of modified duty/temporary reassignment.

A physician's release authorizing the employee to return to full regular duty shall be required before the employee may be returned to his/her original position. In no way shall modified duty/temporary reassignment confer any continuing right on the employee to occupy the position as modified, or the position to which he/she is temporarily reassigned, or any other position.

An employee who refuses a medically authorized modified employment may be subject to reduction or termination of certain workers' compensation benefits as provided by law.

Modified duty/temporary reassignment is not available for a non-work-related injury or illness.

306 LIFE INSURANCE

Effective Date: Sept. 1, 2020

Revision Date:

Life insurance offers you and your family important financial protection. The Town provides a basic life insurance plan for regular full-time employees.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees.

307 RETIREMENT SAVINGS PLANS

Effective Date: Sept. 1, 2020

Revision Date:

In addition, the Town provides regular full-time employees the following retirement plans:

401 (a) Retirement Plan – Based on your salary, the Town contributes to a 401(a)-retirement plan on your behalf; details are available at Town offices.

Fire and Police Pension Association (FPPA) Pension Plan (sworn police officers only) – Officers in the Police Department are covered under the FPPA pension plan as provided by law and instead of participation in social security.

457 Defined Contribution Plan – Employees may contribute to a tax-deferred retirement account. This is a voluntary plan that the Town does not contribute to.

Complete details of the retirement plans are described in the Summary Plan Description provided to eligible employees. Contact the Town Treasurer for more information about the retirement plans.

308 SHORT/LONG-TERM DISABILITY

Effective Date: Sept. 1, 2020

Revision Date:

The Town provides access to a short/long-term disability (STD/LTD) benefits plan to eligible employees who are unable to work because of a qualifying disability due to an injury or illness. Eligible employees may participate in the STD/LTD plan subject to all terms and conditions as outlined by the provider.

Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other illness that prevents an employee from working. Disabilities covered by workers' compensation are excluded from STD/LTD coverage.

Details of the STD/LTD benefits plan including benefit amounts, when they are payable, and limitations, restrictions, and other exclusions are described in the Summary Plan Description provided to eligible employees. Sworn Police Officers who qualify are eligible for disability benefits under the Colorado Fire & Police Pension Association. Contact the Town Treasurer for more information about STD/LTD benefits.

SECTION 4: LEAVE

Effective Date: Sept. 1, 2020

Revision Date: February 7, 2022

Employees who must be absent from work are expected to notify their supervisor within a reasonable time to accommodate work schedules. If an employee knows that he or she will need to take time off in advance, the employee must submit a request to use Paid Time Off (PTO), as described in this Section 4) to the employee's supervisor.

If an employee cannot give advance notice of the need for time off due to circumstances beyond his or her control, such as illness, the employee ~~should~~ must call his or her supervisor at least one (1) hour before his or her scheduled starting time, if possible. All advance leave requests must be approved by a supervisor. Requested advance leave may be denied and approved advance leave requests may be rescinded when overriding Town needs dictate the employee's presence is required at work.

No leave period or combination of leaves will be authorized beyond 12 consecutive weeks except as specifically authorized by the Town Administrator.

401 ~~PERSONAL PAID~~ TIME OFF (PTO)

Effective Date: Sept. 1, 2020

Revision Date: February 7, 2022

Paid time off (PTO) is the policy of the Town for vacation and/or sick leave. It is the intent of the Town to provide for and allow employees to use accrued PTO for any approved personal matter, whether it is used for vacation, sick leave, personal leave or for any other paid-time off that the employee requested and is approved.

Recognizing the varying work schedules of Town employees and employee's diverse needs for time away from work, the Town provides a general ~~Personal Paid~~ Time-Off (PTO) leave program for its employees. ~~Personal Paid~~ Time Off is accrued by all employees to use for vacations; a mental or physical illness, injury, or health condition that prevents them from working; preventive medical care, or to get a medical diagnosis, care, or treatment of any mental or physical illness, injury or health condition; care for a family who has a mental or physical illness, injury, or health condition or who needs care, medical diagnosis, or treatment of same; the employee or the employee's family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation; or due to a public health emergency, a public official having closed either the employee's place of business or the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child. PTO is provided in an amount of hours and with sufficient pay, for all the same purposes, and under all the same conditions as the Colorado Healthy Families and Workplace Act (HFWA) and applicable rules. This includes, but is not limited to, accrual, use, payment, annual carryover of unused accrued leave, notice and documentation requirements, and anti-retaliation and anti-interference rights. Additional HFWA leave will not be provided if an employee uses all of their available PTO for non-HFWA-qualifying reasons (for example, vacation), except when a public health emergency is declared after usage of PTO, requiring supplemental leave.

~~Part-time employees shall not be entitled to and shall not receive accrue paid time off at a rate of one (1) hour for every thirty (30) hours worked, not to exceed forty eight (48) hours annually. No officer or employee shall accrue any PTO until he/she has worked for the Town for at least one calendar month. At the time an officer or employee is employed by the Town for one calendar month, he/she shall receive 16 PTO hours. Thereafter, Effective on appointment, PTO is accrued monthly according to the following schedule:~~

- Each full-time officer or employee having ~~more than one month of continuous service with the Town but~~ less than one year of continuous service with the Town shall accrue PTO leave at the rate of sixteen hours per month.
- Each full-time officer or employee having more than one year of continuous service with the Town but less than five years of continuous service with the Town shall accrue PTO leave at the rate of twenty hours per month.
- Each full-time officer or employee having more than five years of continuous service with the Town but less than ten years of continuous service with the Town shall accrue PTO leave at the rate of twenty-four hours per month.

- Each full-time officer or employee having more than ten years of continuous service with the Town shall accrue PTO leave at the rate of twenty-eight hours per month.
- Part-time employees shall be entitled to accrue PTO at a rate of one (1) hour for every thirty (30) hours worked, not to exceed forty-eight (48) hours annually.

PTO hours will be paid at an employee's base pay rate, with no additions for overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. Time on vacation is not counted toward or paid as overtime for nonexempt employees.

Notification of PTO Use/Vacation Scheduling

Notification of use of PTO ~~shall~~ should be requested at the earliest possible time, ~~but no later than a minimum of two hours prior to the use of such time.~~ Vacation ~~and leave~~ scheduling can be difficult during certain times of the year. Vacations are scheduled at the discretion of the employee's supervisor and the Town. Vacation ~~and leave~~ requests will be considered in the order they are received. In case of conflicting vacation requests, the first submitted request will be given scheduling priority. To apply for vacation or advanced leave requests, employees must ask the Town Treasurer for a Vacation/Advance Leave Request Form, fill it out, have their supervisor approve it, then submit it to the Town Treasurer with their time sheet. ~~The Town retains the right to approve and deny time away from work requests.~~

Effect of Holidays on Vacation

When a paid legal holiday falls during an employee's scheduled vacation, such holiday shall not be considered vacation time.

Maximum Accumulation of PTO/Compensatory Time

Officers and employees may not accumulate more than the following schedule:

- One month – one year = 192 hours
- One – five years = 240 hours
- Five – ten years = 288 hours
- Over ten years = 336 hours

All PTO hours accumulated more than the allowable maximum shall be forfeited.

PTO Buy-Back Provisions

- Regular employees and officers may, in a calendar year, exchange up to a maximum of 120 hours of accrued but unused Personal Time Off at a 1.5 for 1 ratio (120 hours/1.5 = 80 hours pay at regular hourly rate).
- Employees wishing to exercise this Town buy-back option may not reduce their PTO leave balance below a minimum level of 120 hours.
- Employees may use the buy-back provision two (2) times in a calendar year and requests must be submitted on a form provided by the Town Treasurer for such purpose.

Opportunity for Leave and Waiving of Vacations

Every officer and employee shall be afforded the opportunity to take annual vacation. No officer or employee shall lose any PTO to which he/she is entitled when Town operations require his/her presence on the job. No officer or employee shall be permitted to waive vacation leave for the purpose of receiving extra compensation, except as stated in the PTO Buy-Back Provisions.

Unused Accrued Paid Time Off Paid Upon Termination

Upon termination of employment from the Town, an officer or employee shall be paid at their current regular hourly rate for all PTO hours accumulated but not used, to the date of termination, not to exceed the maximum accumulated days provided for in Section 13.4.

In the event of the death of the employee, unused paid time off is payable to the employee's estate, not to exceed the maximum accumulated days provided for in Section 13.4.

402 UNSCHEDULED ~~PERSONAL PAID~~ TIME OFF (PTO)

Effective Date: Sept. 1, 2020

Revision Date: February 7, 2022

Unscheduled PTO should be requested as soon as an employee knows that illness or any other emergency will require absence from work, preferably one day in advance, if possible. An employee ~~shall~~ should personally communicate this fact to the supervisor or his/her designee, as early as reasonably ~~required by the individual department~~ possible. Such notification ~~shall~~ should be made each time a scheduled work shift will be missed unless authorization has been granted by the supervisor for a prolonged absence of a specified duration. ~~Absences not reported in accordance with these provisions may be subject to disciplinary action.~~

Verification of Need for Unscheduled PTO – In the event of an unplanned absence of four or more consecutive workdays, reasonable medical or legal documentation/certification is required as soon as the employee can provide it after returning. This documentation/certification should indicate that the employee was unable to work due to one of the reasons listed in Section 401, as well as the length of time this restriction lasted. ~~The employee may be required to furnish medical verification, or other proof that any unscheduled use of PTO was unavoidable, to his/her Department Head or the Town Administrator.~~ In the case of any unscheduled use of PTO due to personal illness or injury, the Town may require, ~~at the expense of the employee,~~ medical confirmation that the employee is fit to return to work.

~~**Excessive Use of Unscheduled PTO**—The unscheduled use of PTO, which is considered excessive by the Town, may be subject to discipline. Abuse of unscheduled leave may be subject to disciplinary action up to and including discharge. Excessive use of unscheduled PTO shall be documented to the employee's personnel file and will reflect negatively on the employee evaluation. All consecutive workday absences shall be considered as one occasion for the purpose of this policy.~~

Public Health Emergency Leave

- ~~● Definition of "Public Health Emergency." Act of bioterrorism, pandemic or epidemic for which an emergency is declared by a federal, state or local public health agency; an emergency declared by the governor; or a highly infectious illness or agent with epidemic or pandemic potential for which a disaster emergency is declared by the governor.~~
- ~~● The Town must provide public health emergency leave at the time a Public Health Emergency is declared, through four weeks after the expiration of said emergency.~~
- ~~● Public Health Emergency Leave Use. Up to 80 hours of this leave may be used for: experiencing applicable symptoms; quarantining or isolating due to exposure; seeking diagnosis care or treatment; preventative care such as vaccines or care for a family member due to these reasons; or if an employee cannot attend their workplace because it is closed, they are deemed a danger (including exposure or symptoms), or to care for a family member whose childcare or school is closed to in-person learning; or if the employee is at risk due to the public health condition.~~
- ~~● The Town cannot require the use or exhaustion of PTO prior to the use of public health emergency leave.~~

403 LEAVE OF ABSENCE WITHOUT PAY

Effective Date: Sept. 1, 2020

Revision Date: February 7, 2022

Department Heads, with the approval of the Town Administrator, may ~~(but are not required to)~~ grant leave without pay to a full-time employee for a period not to exceed one year. Officers may be granted leave without pay by the Town Board of Trustees. Such leave shall only be granted when the employee submits a written request setting forth the reasons for the proposed absence, and when it is desirable to retain the services of the employee for the future. Such leave shall be granted after the use of any accrued annual leave. During the officers or employee's absence on extended leave without pay, the vacant position may be filled by a new appointment, temporary promotion, or temporary assignment. On expiration of the approved leave, the officer or

employee shall be reinstated to the position he vacated, or to any other vacant position in the same grade for which he qualifies. PTO benefits do not accrue during an absence of leave without pay, nor will the Town make any contributions during that period for retirement, health benefits or any other town paid benefits. Holidays that fall within this period are not paid. However, the officer or employee may participate in group insurance programs during the period of extended leave without pay, provided that he deposits with the Town the amounts necessary to cover the total cost of his/her premium.

404 HOLIDAYS

Effective Date: Sept. 1, 2020

Revision Date:

The Town will grant paid holiday time off to all regular full-time employees on the holidays listed below during the benefit year (calendar). Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) for eight hours per holiday. Police Department holidays may vary.

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans' Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Friday Following Thanksgiving
- Christmas (December 25)
- Day before or after Christmas/Town Administrator decision

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. If a recognized holiday falls during an eligible employee's paid absence, holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

The Town Administrator, in conjunction with Department Heads may make such changes that are necessary for public accommodation, providing there are no changes to the over-all approved holiday hours provided to employees.

If an employee's religious beliefs require observance of a holiday not included in the holiday schedule, the employee may, with his/her Department Head's approval, take a day off using PTO, compensatory time, or leave without pay.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime. The Board of Trustees reserves the right to amend any of these holidays.

405 BEREAVEMENT LEAVE

Effective Date: Sept. 1, 2020

Revision Date:

Regular full-time employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. The supervisor may, in his/her discretion, grant up to five (5) days with pay.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements.

The Town generally defines "immediate family" as the employee's spouse, parent, child, sibling, grandparents, or grandchildren; and the parents, siblings, or children of the employee's spouse. The Town Administrator, in conjunction with Department Heads may grant bereavement leave in other cases as deemed appropriate.

Bereavement leave shall not be granted for settlement of estates or for any other matter except required time to travel to, attend, and return from the funeral. Leave taken in excess of that required to attend the funeral shall be charged as PTO, or leave without pay, as determined appropriate by the Department Head.

406 PAID MATERNITY LEAVE

Effective Date: Sept. 1, 2020

Revision Date:

The Town provides a paid Maternity Leave benefit (STD) to regular full-time employees after twelve (12) months of regular full-time employment with the Town. Temporary employment does not count toward the twelve (12) months requirement. Maternity leave is for a period of two hundred forty (240) regularly scheduled work hours.

An employee will receive 50% of normal salary during the regularly scheduled work hours of maternity leave. After the onset of the 60% maternity leave benefit, remaining PTO, Prior Sick Leave, and compensatory time may be used to supplement the maternity leave benefit to equal an employee's regular pay during the maternity leave.

The Town will continue its normal Social Security contributions, if applicable, normal retirement contributions, and insurance contributions, from both the Town and the employee, during the maternity leave period.

While off work during maternity leave, an employee will not accrue PTO. If a declared holiday falls within an employee's period of maternity leave, the employee will receive a holiday leave benefit in accordance with the holiday leave provisions in Section 405 of this Handbook.

407 PAID FAMILY LEAVE

Effective Date: Sept. 1, 2020

Revision Date: [February 7, 2022](#)

Only employees designated as regular full-time employees are eligible for [additional](#) paid family leave after twelve (12) months of regular Town employment. Any time as a temporary or seasonal employee does not count toward the twelve (12) months requirement for family leave. Family leave is available for a maximum of eighty (80) regularly scheduled work hours.

An eligible employee may take [this additional](#) family leave for one or more of the following reasons:

- a) Father's attendance at the birth of his child
- b) Parent's care of a newborn after the birth of his or her child
- c) Placement of a son or daughter with the employee for adoption or foster care
- d) To care for an immediate family member who has a serious health condition, as defined by the Family Medical Leave Act

For purposes of this policy, an employee's "immediate family" includes his or her spouse, children, parent, grandparents, grandchildren or siblings, and the parents, siblings, or children of the employee's spouse.

An employee will receive 50% of normal salary during the regularly scheduled work hours of family leave. After the onset of the 60% family leave benefit, remaining PTO, Prior Sick Leave, and compensatory time may be used to supplement the family leave benefit to equal an employee's regular pay during the family leave or extend the paid family leave with prior supervisor approval.

The Town will continue its normal Social Security contributions, if applicable, normal retirement contributions, and insurance contributions, from both the Town and the employee during the family leave period. While off work during family leave, an employee will not accrue PTO. If a declared holiday falls within an employee's period of family leave, the employee will receive a holiday leave benefit in accordance with the holiday leave provisions in Section 405 of this Handbook.

408 LEAVE OF ABSENCE – FAMILY AND MEDICAL LEAVE

Effective Date: Sept. 1, 2020

Revision Date:

Employees may be eligible for unpaid leave per year for the following reasons:

- a) To care for the employee's spouse, domestic, or civil union partner, son or daughter, or parent, who has a serious health condition.
- b) Serious health condition that makes the employee unable to perform the essential functions of his or her position.
- c) Because of a serious injury or illness incurred in the line of duty of employee's spouse, son, daughter, parent, or next of kin who is a current member of the Armed Forces, including a member of the National Guard or Reserves.

Eligibility for Leave

Eligibility for leave is as follows:

- a) Any employee who has been employed by the Town at least 12 months and has worked at least 1,250 hours during the 12 months preceding the commencement of leave of absence is eligible for Leave if certain conditions are met.
- b) Employees who return to work from Leave will be returned to their same job or an equivalent position. Certain highly compensated employees (key employees) may have limited reinstatement rights.
- c) If the necessity for leave is foreseeable, the employee must notify his supervisor of the request for leave 30 days prior to the first day of leave, or as soon as is practicable. If the leave is foreseeable based on a planned medical leave, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt departmental operations. If the leave is unforeseeable, the employee is expected to give notice to the employer of the need for Leave as soon as practicable under the circumstances, i.e., within one or two working days.
- d) An employee requesting leave must complete a Leave Request Form, stating the reason for the leave, the starting date, and the planned date of return to work. Medical certification is required for any serious health condition and must specify the work restrictions and the duration of the work restriction. For leaves stemming from the medical condition of a family member, the medical statement must specify that the employee is needed to care for the family member. The Town may require second and third medical opinions at the Town's expense.
- e) Employees who intend to take a Leave of Absence must give at least thirty (30) days' notice when circumstances permit. When advance notice is not possible, an employee needing leave must call his or her supervisor to report an absence from work, as practicable.

Definition of a Serious Health Condition

A serious health conditions is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.

Leave Duration

Each eligible employee may be granted medical and/or family leave for up to 12 weeks during a 12-month period. The 12-month period is measured forward from the date an employee's first Leave begins. In cases in which both spouses or civil union partners who both work for the Town, the spouses are limited to an aggregate of 12 weeks of leave during this 12-month period unless the leave is necessitated by the serious health condition of the employee or that of the employee's spouse or child.

Employees will be required to use all accrued compensatory time, Prior Sick Leave, and PTO at the beginning of any Leave, except that the employee may retain a balance of 8 hours of PTO leave. Employees shall be paid on leave while they are using accrued PTO, Prior Sick Leave, or compensatory time. After all accrued time is used, Family and Medical Leave shall be unpaid.

Benefits During Leave

If an employee is on the Town's health plan, the benefits continue while on Leave. Employees must continue to pay their portion of any insurance premiums while on leave. As with other types of unpaid leave, PTO and holiday leave will not accrue when an employee is on unpaid status. Bereavement leave or jury duty pay are not granted if on unpaid leave. However, employment benefits accrued by the employee up to the day on which Family and Medical leave of absence begins are not lost.

In the event that the employee fails to return from Leave, the employee may be liable for the premiums paid by the Town to maintain insurance coverage unless:

- a) The employee's failure to return to work stems from the continuation, recurrence, or onset of a serious health condition of the employee or a family member; or
- b) The failure to return stems from circumstances beyond the control of the employee.

Return from Leave

An employee on leave is required to report periodically on their status and intent to report to work. An employee returning from leave will be reinstated to the same or an equivalent position when possible. Certain highly compensated employees may have limited reinstatement rights. Medical certification is required verifying an employee's ability to return to work from medical leave. Failure to return to work on the day after the expiration of leave will normally result in separation of employment.

Reduced Work Schedule/Intermittent Leave

In a limited circumstance as described below, an employee who is eligible for Leave may request and be permitted to work on a reduced schedule or receive periodic time off from work. The Town reserves the right to temporarily transfer the employee to a comparable position that better accommodates the employee's recurring periods of leave. The Town may review the individual circumstances involved in considering a reduced schedule or intermittent leave requests. The Town may take into account the needs of the employee's department, the employee's length of service, and the employee's duties, workload and job performance in making such decisions. Any time off permitted, based on a reduced work schedule or intermittent leave, will be treated in the same manner as other absences under the family and medical leave policy and such absences will be applied against the leave permitted under this policy.

409 MILITARY LEAVE

Effective Date: Sept. 1, 2020

Revision Date:

Full-time employees who are members of the National Guard or reserve forces are entitled to military leave without loss of pay, benefits or status for no more than fifteen (15) working days each calendar year while they are engaged in training or other service under orders. Any employee who is required to continue in military service beyond the time allowed for military leave shall be afforded leave without pay for the duration of his or her service and shall be reinstated to full employment rights upon separation from military service as required by law, provided he or she reports to the Town for work within ninety (90) days from such separation.

Employees on military leave are paid the difference between their regular straight time pay and the pay received for military service for up to ten (10) working days per calendar year. To receive such pay, an employee must provide a military pay statement verifying the amount received by him or her for military service. Accrued PTO may be used for any unpaid portion of an employee's military leave.

When circumstances permit, employees taking military leave shall submit a written request for leave at least thirty (30) days in advance of the time they are scheduled for active duty or training.

Continuation of health insurance benefits is available as required by the Uniformed Services Employment and Reemployment Rights Act (USERRA) based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with

USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Eligible employees may also take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is receiving medical treatment, recuperation or therapy or is in outpatient status, or is on temporary disability retired list for a serious illness or injury. A serious injury or illness is one that is incurred by a service member in the line of duty or active duty that may cause the service member to be medically unfit to perform job duties. A serious injury or illness includes injuries and illnesses that existed before active duty and that were aggravated by active duty service. When combined with other FMLA qualifying leave, total leave may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member.

Contact the Town Treasurer for more information or questions about military leave.

410 JURY DUTY/COURT TIME

Effective Date: Sept. 1, 2020

Revision Date:

A regular full-time employee who is summoned for jury duty or subpoenaed in connection with his/her employment during a regularly scheduled work time shall be compensated for the scheduled hours. A copy of the subpoena or order requiring such duty must be submitted with a leave request in order for such compensation to be paid. As a condition of the receipt of such pay, any stipend paid to the employee for jury service or as a witness fee must be paid to the Town or an equivalent amount deducted from the employee's pay.

411 VOTING

Effective Date: Sept. 1, 2020

Revision Date:

Any employee whose work schedule effectively prevents voting before or after work hours shall be permitted paid leave not exceeding two hours for the purpose of voting. No such paid leave shall apply to any employee whose work schedule is such that there are three or more hours between time of opening and the time of closing of the polling site during which the employee is not required to be on the job.

412 NURSING MOTHERS

Effective Date: Sept. 1, 2020

Revision Date:

The Town will provide a private space and time will be permitted for nursing mothers to express milk during the workday. Employees requiring this accommodation should contact the Town Treasurer.

413 COLORADO FAMILY CARES ACT ("CFCA")

Under CRS § 8-13.3-201, an employee is eligible for leave under the Colorado Family Care Act if he or she meets the

eligibility requirements described in the federal Family and Medical Leave Act (“FMLA”), including those governing length of service and number of hours worked. Employees may use Colorado Family Care Act leave to care for a person who has a serious health condition, as defined under the FMLA, if that person is:

- A. The employee’s partner in a civil union (as defined under state law); or
- B. The employee’s registered domestic partner and has registered the partnership with a municipality or the state. [NOTE: the employer may also simply recognize the partnership for purposes of Colorado Family Care Act eligibility]

An eligible employee may take up to 12 weeks of unpaid leave in the designated 12-month period to care for his or her partner in a civil union or domestic partner in accordance with state law. Colorado Family Care Act leave does not count against the employee’s entitlement to federal FMLA, unless otherwise provided by law. However, leave taken under the FMLA runs concurrently with and “counts against” an employee’s entitlement to leave under the Colorado Family Care Act during the relevant 12-month period.

Employees seeking leave under this policy must comply with the eligibility, notice, certification and other requirements described in the Town’s Family and Medical Leave policy and will be required to provide reasonable documentation of the family relationship.

If you require leave under this policy or have questions about eligibility, please contact the Town Treasurer.

An eligible employee is provided up to 12 weeks of unpaid leave to care for his or her civil union or domestic partner with serious health conditions. This leave does not count against the employee’s entitlement to federal FMLA leave because partners in civil unions and domestic partners are not considered spouses under the FMLA. However, FMLA leave runs concurrently with and “counts against” an employee’s entitlement to leave under the Colorado Family Care Act during the relevant 12-month period. If you believe you may be eligible for leave under the CFCA, please contact the Town Treasurer.

414 PUBLIC HEALTH EMERGENCY LEAVE

Effective Date: February 7, 2022

Revision Date:

Public Health Emergency Leave

- Definition of “Public Health Emergency.” Act of bioterrorism, pandemic or epidemic for which an emergency is declared by a federal, state or local public health agency; an emergency declared by the governor; or a highly infectious illness or agent with epidemic or pandemic potential for which a disaster emergency is declared by the governor.
- The Town must provide public health emergency leave at the time a Public Health Emergency is declared, through four weeks after the expiration of said emergency.
- Public Health Emergency Leave Use. Up to 80 hours of this leave may be used for: experiencing applicable symptoms; quarantining or isolating due to exposure; seeking diagnosis care or treatment; preventative care such as vaccines or care for a family member due to these reasons; or if an employee cannot attend their workplace because it is closed, they are deemed a danger (including exposure or symptoms), or to care for a family member whose childcare or school is closed to in-person learning; or if the employee is at risk due to the public health condition.
- The Town cannot require the use or exhaustion of PTO prior to the use of public health emergency leave.

SECTION 5: TIMEKEEPING/PAYROLL/WORK HOURS

501 TIMEKEEPING

Effective Date: Sept. 1, 2020

Revision Date:

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the Town to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Overtime work must always be approved before it is performed.

Employees should submit their time record by no later than 10:00 am on the Monday prior to a scheduled payday in order to allow department heads time to review and approve them for submission to Payroll by close of business.

An employee certifies that the time report is accurate when they submit their time record to their supervisor. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. Employees must report any errors in time records to the Director as soon as discovered.

502 OVERTIME

Effective Date: Sept. 1, 2020

Revision Date:

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments, or the Town may require employees to work overtime. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, PTO, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

For all non-exempt employees, overtime is defined as authorized hours worked in excess of:

- a) Forty (40) hours in a seven (7) day week; or
- b) 80 hours within a 14-day work period for sworn law enforcement officers.

Regular full-time and regular part-time employees may receive Compensatory Time (Comp Time) in lieu of pay for overtime earned at a rate of one and one-half times their hourly rate. Seasonal employees are paid out overtime at a rate of one and one-half times their hourly rate.

Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action, up to and including possible termination of employment.

There may be rare situations (for a police officer, as an example) when overtime must be incurred in order to provide essential public safety functions and it is not possible to gain prior approval from a supervisor. Supervisors are expected to anticipate such situations and have a protocol to handle this when relevant to their department.

503 COMPENSATORY TIME

Effective Date: Sept. 1, 2020

Revision Date:

Compensatory Time – Non-exempt Full-time Employees

Employees are expected to work necessary overtime when requested to do so, and non-exempt full-time employees may receive time and one-half compensatory time for time worked exceeding 40 hours in any given work week or 80 hours in a two-week work period for sworn law enforcement officers.

Compensatory time off must be requested by the employee and authorized by the appropriate supervisor. If time off is not practical, the supervisor can deny a compensatory time request and opt for payment of compensatory time.

Exempt Employees

It is recognized that due to the nature of their employment, it is sometimes necessary for exempt employees to adjust their schedules to avoid excessive amounts of overtime. For example, if an exempt employee needs to report to work late after attending an evening meeting or leaves early on Friday after an extra heavy week of work this is acceptable upon notification to their staff and the Town Administrator. If the Town Administrator or any member of the Board asks for justification for not reporting to work on time or for leaving early, the employee shall provide this justification. Exempt employees characteristically work in excess of forty hours per workweek and are generally paid at a higher salary than non-exempt employees to compensate them for this; therefore, flextime is not monitored on an hour for hour basis and exempt employees should not expect hour for hour flextime compensation. Flextime is not accruable and therefore must be used within one month. Abuse of this privilege may result in immediate termination. The Town Board encourages its exempt employees to keep their schedule reasonable and flexible so that they are not consistently working over forty hours per week.

Accumulated Compensatory Time

Non-exempt employees shall be allowed to accumulate no more than 60 hours of unused compensatory time. Any non-exempt employee may be directed to use accrued but unused compensatory time where he or she has accumulated the maximum permissible number of hours or, in the alternative, the employee may be precluded from earning additional compensatory time until hours are used (and will be paid at 1.5 times regular wages for any additional hours of overtime). The Town Administrator may, depending on available revenues, reimburse employees for accrued but unused compensatory time over 40 hours at the overtime rate in effect when earned. Non-exempt employees shall use compensatory time accrued within ninety (90) days of earning it whenever possible.

Upon separation from employment or retirement, unused compensatory time will be paid for accrued but unused compensatory time at the higher of the employee's final regular rate of pay or the average regular rate during his or her last three years of employment.

Employees promoted from a non-exempt position to an exempt position will be paid out accumulated compensatory time prior to the effective date of promotion.

504 PAYDAYS

Effective Date: Sept. 1, 2020

Revision Date:

All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees are strongly encouraged to participate in Direct Deposit. For more information, please contact our Town Treasurer. The Town Treasurer can direct deposit an employee's paycheck in any United States banking institution, up to a maximum of 5 accounts. Pay stubs will be distributed on the Wednesday preceding a Friday payroll by email or in person, in the same manner as a paycheck. The Town Treasurer keeps on file the appropriate Direct Deposit and payroll payment forms, which each employee signs at the time of employee orientation. The Town does not accommodate requests for an advance on an

employee's pay.

505 SEPARATION FROM EMPLOYMENT

Effective Date: Sept. 1, 2020

Revision Date:

Separation of employment is an inevitable part of personnel activity within any organization, and many of the reasons for separation are routine. Below are examples of some of the most common circumstances under which employment is ended:

Resignation

Resignation is a voluntary act of separation from employment initiated by the employee. When an employee leaves Town employment for personal reasons it is requested, in the spirit of good faith, to provide, in writing, as much notice as possible to the direct supervisor and the Department Head, the anticipated separation date. An employee wishing to leave employment with the Town should submit a written resignation to his/her immediate supervisor. As a professional courtesy to the Town, the notice should be provided at least two (2) weeks in advance of the effective date of separation. The adequate notice period should not include holiday hours or scheduled Paid Time Off (PTO). The last day of employment must actually be a work day and not a PTO or paid holiday.

An employee, who, without authorization, fails to report for work for three (3) consecutive working days, may be considered to have resigned voluntarily as of the end of the third consecutive day. The Department Head shall provide written notice to the employee that the resignation has been accepted and the position has been declared vacant.

Reduction in Force

When warranted by changes in Town operations or by fiscal circumstances, the Town budget may be amended to impose a reduction in force in one or more departments. The Town Administrator shall then notify the affected employee or employees, if reasonably possible, at least two weeks in advance of such reductions.

A reduction of the number of employees in any department shall be made in the following order:

- a) Temporary or seasonal employees; then
- b) Introductory period employees; then
- c) Regular full-time and part-time employees.

If an eligible list exists for a position in which a reduction in force has occurred, the name of each employee to whom the reduction applies shall be placed at the highest ranking on the eligible list for a period not to exceed one year.

Discharge

Employment with the Town is terminable at-will. Any employee may be discharged with or without cause, at the sole discretion of and without prior notice from the Town Administrator.

The Town Treasurer will provide separating employees with an exit questionnaire and overview outlining the separation process and requirements, including the return of Town issued property. Unless the separation is involuntary, final pay checks (including PTO, required premiums, etc.) will be processed on the next regularly scheduled payroll date. An employee who fails to return Town property upon separation may have the estimated cost of the property reduced from his or her final check and may be subject to criminal charges.

506 ADMINISTRATIVE PAY CORRECTIONS

Effective Date: Sept. 1, 2020

Revision Date:

The Town takes all reasonable steps to ensure employees receive the correct amount of pay in each paycheck and employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Department Head and Finance Office so corrections can be made as quickly as possible.

507 PAY DEDUCTIONS AND SETOFFS

Effective Date: Sept. 1, 2020

Revision Date:

The law requires the Town make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The Town also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base". The Town matches the amount of Social Security taxes paid by each employee.

The Town offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. Pay setoffs are pay deductions taken by the Town, usually to help pay off a debt or obligation to the Town or others.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, contact the Department Head or Town Treasurer.

In addition, it is the policy of the Town to comply with the salary basis requirements of the FLSA for exempt employees. The Town prohibits all managers from making any improper deduction from the salary of an exempt employee in violation of the FLSA. That means that deductions may be made from an exempt employee's pay (leave without pay) when an exempt employee is absent from work for personal reasons, including sickness or disability, and does not have any remaining accrued PTO, or for unpaid disciplinary suspensions imposed by the Town in good faith for workplace conduct rule infractions. If an exempt employee believes an improper deduction has been made to his or her salary, this information should be reported to the Town Administrator. Reports of improper deductions will be promptly investigated and if it is determined an improper deduction has occurred, the employee will be promptly reimbursed.

508 ON-CALL POLICY

Effective Date: April 19, 2021

Public Works On-Call Policy requires Public Works staff to participate in a rotating on-call schedule to ensure weekend coverage in case of emergency. The on-call employee must remain within approximately 30 minutes of travel time from the Town of Fairplay, within cell phone range and be not under the influence of any intoxicating substances.

SECTION 6: WORK CONDITIONS

601 SAFETY

Effective Date: Sept. 1, 2020

Revision Date:

To assist in providing a safe and healthful work environment for employees, customers, and visitors, the Town follows an established workplace safety program as provided by the Town's insurance provider. This program is a top priority for the Town. The Town Treasurer and Department Heads have the responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

The Town provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Town Treasurer. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Town Treasurer or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

602 WORK SCHEDULES

Effective Date: Sept. 1, 2020

Revision Date:

The normal work schedule for all general employees will include a 40 hour work week. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

603 SMOKING

Effective Date: Sept. 1, 2020

Revision Date:

In keeping with Town's intent to provide a safe and healthful work environment, smoking and use of any tobacco or marijuana products, including e-cigarettes, are prohibited throughout the workplace, including Town vehicles. This policy applies equally to all employees, customers, and visitors.

604 REST AND MEAL PERIODS

Effective Date: Sept. 1, 2020

Revision Date:

Each workday, full-time nonexempt employees are provided with 2 rest periods of 15 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

All full-time regular employees are provided with one meal period of 30 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

605 USE OF EQUIPMENT AND VEHICLES

Effective Date: Sept. 1, 2020

Revision Date:

Town vehicles may be used only for the purposes and in the manner authorized by the Town Administrator. Only authorized, qualified, and licensed employees may operate Town vehicles. Only authorized Town employees and other persons may ride as passengers in Town vehicles. All vehicles shall be operated in accordance with all applicable traffic laws, and vehicle operators shall be responsible for the condition and proper use of the vehicles. When using equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees shall notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Equipment or vehicle accidents, with or without injury or damage, must be reported to the supervisor immediately on appropriate forms.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Seat belts must be used at all times while operating a Town vehicle.

606 CREDIT CARD POLICY

Effective Date: Sept. 1, 2020 Revision

Date:

The Town of Fairplay credit card may be used for small office equipment, supplies, and services. All purchases made with the credit card must be for expenses associated with official Town business. Use of the credit card for inappropriate or personal items may result in appropriate disciplinary action up to and including termination.

Obtaining a Card All Department Heads are eligible to obtain a Town of Fairplay Credit Card. The Department Head may request a full-time permanent Town employee on their staff be authorized to receive a credit card. The request should be in writing to the Town Treasurer and the Town Administrator.

Keeping Your Card Secure Always keep your card in a secure place. Just as you would your personal credit card, treat it as if it were cash. Each cardholder is directly responsible for the physical security of the card.

Sales Tax Exemption The Town of Fairplay is sales tax exempt. All in state and many out-state suppliers honor this exemption. Cardholders must advise vendors of our tax-exempt status prior to placing an order. If required by the vendor a copy of the Town's tax-exempt certificate may be provided.

Limitations Specific to Your Card All Cards have a limit of \$3,000. The Town Treasurer may adjust the limits upward when appropriate justification is provided.

How to use the Credit Card The Cardholder is liable to the Town of Fairplay for the proper use of the card. Making unauthorized purchases may result in disciplinary action (including, but not limited to, revocation of your card and/or termination of employment).

All requests to use the Credit Card shall be made to the Department Head. Department Heads should establish an internal procedure for documenting credit card usage. It is recommended that a check out sheet be used indicating the employees name, the date, and where the card is being used.

Purchases Determine whether the Credit Card is the most appropriate tool to use for this purchase. Be certain that the total amount (including all shipping, handling, postage, freight, etc.) will not exceed your card's limit. Take reasonable steps to determine that the price quoted is the best you can obtain. Advise vendor that the Town is tax exempt. Cardholders are responsible to make certain taxes are not charged. Obtain a detailed receipt at the time of purchase clearly identifying each item purchased. Follow purchasing policy & procedures regarding obtaining proper approvals and verifying sufficient budget dollars prior to making any purchases. When receiving the goods, whether via direct delivery or in person, always retain all boxes, containers, special packaging, packing slips, etc. until you are certain you are going to keep the goods. The Cardholder is responsible for verifying quantity and condition of the goods upon arrival. When making purchases by fax or online retain a copy of the order as faxed the fax confirmation (if available) or a print screen and for your records.

Required Documentation A receipt or substitute documentation must support each purchase. If a receipt shows a limited amount of information or only has part numbers, added information from the Cardholder is required. The preferred documentation is listed below in order of preference:

1. An original receipt or invoice from the vendor including:
 - a. Vendor Name
 - b. Transaction Amount
 - c. Date
 - d. Itemized description of item(s) purchased.
2. Copies or facsimiles of the original receipt.
3. A packing slip or other documentation received from the vendor.
4. A screen-print or order confirmation e-mail, when making Internet purchases, or a copy of an order form that was mailed to a vendor to request an item.
5. If a cardholder is unable to obtain the above listed preferred documentation, a written signed statement documenting the transaction and verifying it was for official business.

Transactions Requiring Special Documentation or Approval

- **Alcoholic Beverages** - At times there are legitimate expenditures for alcohol related to the promotion of the Town's interests. A statement explaining this expenditure must be provided for each purchase of alcohol products.
- **Food for Human Consumption** - If food is purchased for a Town sponsored event/meeting and less than 10 people are attending, the names of those people must be listed. If 10 or more are in attendance only the group name is necessary. The purpose of the event/meeting must also be provided.
- **Incidental Expenses** - Unusual items that do not have an obvious Town purpose including, for example, flowers, personal convenience items, holiday decorations, and greeting cards must have a statement explaining the purchase.

Penalties for Credit Card Abuse/Misuse/Theft Cardholders are responsible for and accountable to the Town for all purchases made with the credit card and they must adhere to all Town and department policies regarding its use. All credit card purchases should be for official Town business only. Any employee who fails to use the credit card properly or abuses the use of the credit card shall be subject to personnel disciplinary action, up to and including dismissal. The Town will seek restitution for any inappropriate purchases made with the card. The collection may be accomplished through payroll deduction or any other collection process. The Town reserves the right to refer instances of abuse to the appropriate law enforcement agency. All cases of misuse or abuse of the credit card will be documented, and the Town Administrator shall be informed in writing.

607 BUSINESS TRAVEL EXPENSES

Effective Date: Sept. 1, 2020

Revision Date:

It is the policy of the Town of Fairplay to reimburse employees for all necessary and reasonable expenses incurred while on authorized town business, within the guidelines of this policy. Both Out-of-state and local travel is expensive due to related costs (per diem and accommodations as well as time away from department operations). As such, out of state travel shall be justified and approved prior to incurring the travel expense.

The Town of Fairplay employees may incur expenses while conducting official business, or while enhancing professional skills and qualifications through attending schools, training programs, conferences or professional meetings. These expenses may be reimbursed in accordance with provisions set forth in these procedures.

Employees on town business are representatives of the town and are expected to maintain a high level of professionalism and follow all town policies. The employee is expected to use town funds with discretion and only to the extent necessary to enhance and further the goals of the town.

NOTE: No employee will be compensated for hours past normal working hours while attending training or traveling unless required by the FLSA.

The Department Head must approve any travel in advance. Employees should provide an itinerary prior to leaving. Registrations, meals, and mileage (if applicable) may be requested in advance using the Authorization to Travel Form and at least one week prior notice to the Treasurer's Office.

Employees are expected to obey all driving and parking regulations. In keeping with this expectation, employees are responsible for moving violations incurred while they are driving a town-owned vehicle, rental, or personal vehicle for business purposes. Parking violations are also the employee's responsibility.

Employees will be reimbursed at the IRS allowable mileage reimbursement rate for any work-related miles driven with the employee's personal vehicle. Personal business use of vehicles, and travel to and from work is not reimbursable; this includes travel to Board of Trustees meetings.

If an employee uses a personal vehicle for town business, the employee's personal insurance policy is primary. The town's liability insurance coverage is secondary, and does not relieve the employee of his/her responsibility to maintain statutory coverage. Any accident or incident involving an employee during working hours or on town business shall be reported to the Town Administrator within 24 hours of the accident/incident.

Note: CIRSA will only provide liability insurance and limits equal to the employees insurance.

The cost of local meals for Town employees will be considered a reimbursable expense, if reasonable and work related. Allowable meal reimbursement expenses: working lunches, business meals, and other qualified meals as described below. All meal reimbursements are subject to the guidelines noted below and the Request for Reimbursement Form (available in the Treasurer's Office) is required to be turned in with the appropriate receipts. The employee may elect to use the per diem rate in lieu of being reimbursed for the actual meal expense. The Town of Fairplay follows the IRS standards for per diem rates. These rates are published on the U.S. General Services Administration website and can be found at www.gsa.gov. Per diems must be requested in advance using the Request for Reimbursement Form; receipts are not required.

Working staff meals – if, due to time constraints or scheduling issues, staff is **required** to meet during a meal time in a town facility and food is brought in (or catered) this is a working staff meal. A Request for Reimbursement Form (available in Treasurer's Office) indicating the circumstances of the meal and the names of those persons attending is required. A receipt must also be attached to the form.

Business meals – Meals at a restaurant which include Town staff and "outside" individuals (vendors, other agency staff, etc.) and are for the purpose of discussing town business. Completion of a Request for Reimbursement Form (available in Treasurer's office) indicating the business nature of the meal and the names of those persons attending is required. A receipt must also be attached to

the form. The employee may elect to use the per diem rate in lieu of being reimbursed for the actual meal expense. The Town of Fairplay follows the IRS standards for per diem rates. These rates are published on the U.S. General Services Administration website and can be found at www.gsa.gov. Per diems must be requested in advance using the Request for Reimbursement Form; receipts are not required.

Meeting, training, conference or seminar meals – If an employee is attending a meeting or involved with training, conferences, or seminars which require staff members to be away from the office during the lunch break, a meal is reimbursable. Completion of a Request for Reimbursement Form (available in Treasurer's office) indicating the meeting, training, conference or seminar attended and the name(s) of those employees whose meals are being reimbursed is required. A receipt must also be attached to the form. The employee may elect to use the per diem rate in lieu of being reimbursed for the actual meal expense. The Town of Fairplay follows the IRS standards for per diem rates. These rates are published on the U.S. General Services Administration website and can be found at www.gsa.gov. Per diems must be requested in advance using the Request for Reimbursement Form; receipts are not required.

Travel requiring an overnight stay, the cost associated with meals is reimbursable. When meals are included in the conference/seminar registration fee or otherwise provided through other costs paid for the travel, no reimbursement will be allowed. Alcoholic beverage costs are not considered meal expenses; therefore, are classified as personal expenses and are specifically not reimbursable by the Town.

There are two accepted methods for reimbursement: Per Diem or actual expenses. Employees may choose either of these, but it must be consistent for the entire trip (i.e. all meals paid through per diem or all meals paid at actual costs).

Per Diem - The Department Head must approve any travel in advance and employees must provide an itinerary prior to leaving using the Authorization to Travel Form (available in the Treasurer's office). The Town of Fairplay follows the IRS standards for per diem rates. These rates are published on the U.S. General Services Administration website and can be found at www.gsa.gov. Once you get to the site you can click on a link to get to the per diem rates under Travel Resources. From that screen you can click on a particular state and see the per diem rates in effect for the major cities and/or counties in that state. Employees are not required to document any meals or turn in any receipts for the cost of the meals, at least one week prior notice to the Treasurer's Office is required for this option. Receipts supporting expenses for lodging, commercial transportation, auto rental, and other expenses must accompany the Authorization to Travel Form within two weeks after the end of travel.

If the employee's travel schedule allows that going to or from the destination is less than a full day, the appropriate deductions from the per diem will be calculated. (for example: if an employee is at a conference which ends during the morning and travel back to the Fairplay area after lunch but before the end of the work day, a dinner reimbursement would not be allowed as part of the per diem for that day.)

Reimbursements for actual costs - The Department Head must approve any travel in advance and employees must provide an itinerary prior to departure using the Authorization to Travel Form (available in the Treasurer's office). This method of reimbursement allows for employees to be paid for the actual costs of meals while out of town. All meals must be documented and receipts for all meals are required. The cost of the meals under this method should be reasonable, given the location of the event or business which necessitated out of town travel. The receipts supporting expenses for lodging, commercial transportation, auto rental, meals, and all other expenses must accompany the Authorization to Travel Form and must be submitted to the Treasurer's office within two weeks after the end of travel. Reimbursement will be made no later than five (5) days after being received by the Treasurer's office.

Periodically, situations will arise that will require a great deal of flexibility. To provide that flexibility, the Town Administrator is authorized to make decisions on situations not specifically covered by this policy. All decisions must be made within the general intent of this policy and in the best interest of the Town.

608 CELLULAR TELEPHONES

Effective Date: Sept. 1, 2020

Revision Date: [February 7, 2022](#)

The Town may require some employees, based on the employee's job requirements, to carry cellular telephones. Upon the recommendation of the department head and approval of the Town Administrator, employees determined to have a business need for a cellular telephone will be provided the following:

- a) A monthly allowance, in an amount to be determined by the Town, for employee's using their personal cellular telephone phone ("Employee-owned"); or
- b) A cellular telephone paid for and provided by the Town ("Town-owned") will be issued to police officers.

The business need for a cellular telephone may be withdrawn at any time at the discretion of the Town Administrator, Department Head, or his/her designee.

Town-owned Cellular Telephones

A Town-owned cellular telephone must be secured and its whereabouts known at all times by the employee. All Town-owned cellular telephones are the property of the Town of Fairplay. Upon leaving a Town position, all Town-owned cellular phones and related equipment must be returned to the Town. Failure to return such telephone and equipment to the Town may result in the cost of the telephone and the equipment being charged against the final monies due to the employee or other collection action by the Town.

Town-owned cellular telephones are the responsibility of the employee. Employees must notify their supervisor immediately of any problems with their assigned cellular telephone or related equipment, including loss, theft, or damage. A copy of the Town Incident report must accompany a replacement request due to loss. A copy of the police report must accompany a replacement request due to theft. Employees may be financially responsible for the assigned cellular telephone if:

- a) It is lost or damaged while in the care of employee, as a result of the employee's negligence.
- b) It is not returned by an employee within the specified period of time or is damaged upon its return.
- c) It is damaged due to failure to adhere to maintenance or operational policies.

Town-owned cellular phones may not be used at any time in violation of state or federal laws, or Town and Departmental policies, procedures, work rules, etc. The use of Town-owned cellular telephones to transmit or receive inappropriate communication is strictly prohibited and may result in disciplinary action. Inappropriate communication includes, but is not limited to: discriminatory, hostile, suggestive, obscene, harassing, or otherwise unsuitable language and content.

Town-owned cellular telephones are intended for business-related calls only and personal calls are not permitted. Cellular telephone invoices may be regularly monitored. Personal calls that create an added expense for the Town shall be fully reimbursed to the Town. Users may be requested to justify any or all calls on a Town-owned cellular telephone.

Employees are hereby notified that their communications via Town-owned cellular telephones are not private. Bills, text messages, photographs, call logs, and other communications on Town-owned cellular telephones are subject to potential disclosure pursuant to the Colorado Open Records Act, Colorado Revised Statutes §§24-6-101 *et seq.* ("CORA")

Employee-owned Cellular Telephones

Employee-owned cellular telephones are the sole responsibility of the employee. Employees must notify their supervisor immediately of any problems with their personal cellular equipment and the timing of when replacement cellular telephone will be obtained. Employees are responsible for promptly obtaining replacement equipment. The Town will not reimburse the employee for loss, theft or damage to the Employee-owned cellular telephone or related equipment.

Employees are solely responsible for Employee-owned cellular telephone plans with cellular telephone service providers. The Town will not reimburse or otherwise pay for costs incurred by an employee for use of the Employee-owned cellular telephone that exceeds the terms of the employee's cellular telephone plan.

Employees are hereby notified that their Town communications via Employee-owned cellular telephones may not be private. Bills and other communications regarding [public business on](#) Employee-owned cellular telephones may be subject to potential disclosure pursuant to CORA. If the Town receives a CORA request that concerns an Employee-owned cellular telephone, the Town will request the employee to provide [applicablesuch](#) information to the Town. The employee is solely responsible for any expenses related to producing those records including the cost of any attorney fees to defend or otherwise prevent release of the records.

Using Cellular Telephones/Handheld Devices While Driving

Except in emergency situations, employees are prohibited from using handheld cellular telephones or other handheld devices to conduct business while driving a motor vehicle or operating motorized equipment. The employee should safely pull off the road and come to a complete stop before texting, dialing or talking on the cellular telephone or another handheld device. Employees may

utilize a hands-free device to use a cellular telephone so long as such use does not interfere with the safe operation of a motor vehicle or motorized equipment.

609 COMPUTER AND EMAIL USAGE

Effective Date: Sept. 1, 2020

Revision Date: [February 7, 2022](#)

Computers, computer files, the email system, and software furnished to employees are Town property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

The Town strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Users of Town computers and e-mail systems are responsible for their appropriate use. All illegal and improper uses of the e-mail system, including but not limited to pornography, obscenity, harassment, solicitation, gambling and violating copyright or intellectual property rights are prohibited. In addition, use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale is prohibited. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. Use of the computers and e-mail system for which the Town will incur an expense without express permission of a supervisor is prohibited.

Email may not be used to solicit others for commercial ventures, [personal](#), religious or political causes, outside organizations, or other nonbusiness matters.

The Town purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Town does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The Town prohibits the illegal duplication of software and its related documentation.

Electronic messages are not for private or confidential matters. Because there is no guarantee of privacy or confidentiality, other avenues of communication should be used for such matters.

In order to keep Town e-mail and computer systems secure, users shall not leave the terminal signed on when unattended and shall not leave their password available in an obvious place near the terminal or share their password with anyone except the e-mail system administrator.

Electronic messages are not private. The Town retains the right to monitor, review, store and disclose all information sent over the Town e-mail system at any time for any reason, without notice to the employee.

Except as provided herein, Town employees are prohibited from accessing another employee's e-mail without the express consent of the employee. All Town employees are advised that e-mail messages can be retrieved even if they have been deleted and that statements made in e-mail communications can form the basis of various legal claims against the individual author or the Town.

All employee email, including email sent or received by the Town or the Board of Trustees and employees, may be considered a public record subject to public disclosure or inspection under CORA.

Town employees shall be subject to disciplinary action, including termination, for violation of this guideline and regulation.

Employees should notify their department head or the Town Administrator upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

610 INTERNET USAGE

Effective Date: Sept. 1, 2020

Revision Date: February 7, 2022

Internet access to global electronic information resources on the World Wide Web is provided by the Town to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the Town and, as such, may be is-subject to disclosure under CORA. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the Town. As such, the Town reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or another person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by the Town in violation of law or Town policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- a) Sending or posting discriminatory, harassing, or threatening messages or images
- b) Using the organization's time and resources for personal gain
- c) Stealing, using, or disclosing someone else's code or password without authorization
- d) Copying, pirating, or downloading software and electronic files without permission
- e) Violating copyright law
- f) Failing to observe licensing agreements
- g) Engaging in unauthorized transactions that may incur a cost to the Town or initiate unwanted Internet services and transmissions
- h) Sending or posting messages or material that could damage the Town's image or reputation
- i) Participating in the viewing or exchange of pornography or obscene materials
- j) Sending or posting messages that defame or slander other individuals
- k) Attempting to break into the computer system of another organization or person
- l) Refusing to cooperate with a security investigation
- m) Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- n) Using the Internet for political causes or activities, religious activities, or any sort of gambling
- o) Jeopardizing the security of the organization's electronic communications systems
- p) Sending or posting messages that disparage another organization's products or services
- q) Passing off personal views as representing those of the organization
- r) Sending anonymous email messages

- s) Engaging in any other illegal activities

611 WORKPLACE MONITORING

Effective Date: Sept. 1, 2020

Revision Date:

Workplace monitoring may be conducted by the Town to ensure quality control, employee safety, security, and customer satisfaction. Computers furnished to employees are the property of the Town. As such, computer usage and files may be monitored or accessed.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

Because the Town is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

612 WORKPLACE VIOLENCE PREVENTION

Effective Date: Sept. 1, 2020

Revision Date:

The Town is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the Town has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Subject to Colorado law, firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Town without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of or actual violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

The Town will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the Town may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Town encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Town Office before the situation escalates into potential violence. The Town is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

SECTION 7: DRUG AND ALCOHOL USE

701 DRUG-FREE WORKPLACE

Effective Date: Sept. 1, 2020

Revision Date:

The Town is a drug-free workplace as required by the Drug-Free Workplace Act. The Town strictly prohibits the use or possession on Town premises of alcoholic beverages of any kind and drugs other than those prescribed by a physician or obtained from a legal over-the-counter source. For purposes of this policy, marijuana is considered an illegal drug, regardless of whether it is used for medical or recreational purposes in accordance with Colorado law.

No employee is permitted to report for duty while impaired by or under the influence of alcohol or drugs to the slightest degree. Any employee who reports to work impaired by or under the influence of drugs (including being impaired or under the influence due to off-duty recreational or medical use of marijuana) or alcohol shall be relieved of his or her duties immediately and without pay, and may be subject to additional disciplinary action.

Employees are expected to use prescription or legal over-the-counter drugs in an appropriate manner and dosage and are expected to know whether the appropriate use of such drugs may impair their ability to perform their jobs safely and competently. If an employee becomes aware that a prescription or legal over-the-counter drug is impairing his or her job performance, the employee should notify his or her supervisor. An employee may be required to use accrued paid time off in order to address and remedy any situation where job performance is impaired.

An employee's violation of this prohibition, or any other drug abuse violation, may result in disciplinary action up to and including discharge. While the Town does not have a formal employee assistance program, the use of other available resources, including any health insurance coverage, is encouraged for any employee desiring drug counseling or rehabilitation.

Town vehicles and premises, as well as employee offices, desks, work areas, or personal property should not be considered private and may be subject to search for any purpose. In the event of suspected possession of illegal items, law enforcement may be contacted.

As required by the Drug-Free Workplace Act, each employee engaged in the performance of any federal grant, as a condition of employment, must:

- a) Abide by the terms of this policy; and
- b) Notify the Town in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction. Upon notification of any such conviction, the Town shall take action in compliance with the Drug-Free Workplace Act and Regulations.

702 DEFINITIONS

Effective Date: Sept. 1, 2020

Revision Date:

For the purposes of these policies, the following definitions apply.

- a) **CDL Employee.** An employee whose job description requires him or her to hold a commercial driver's license under Colorado law.
- b) **Safety Sensitive Employee.** A safety sensitive employee is one that holds a position identified by the job descriptions as safety sensitive, ordinarily, but not limited to, those employment positions where drug and alcohol use presents a direct threat to the public at large.
- c) **Illicit Use of Drugs.** The *Illicit Use of Drugs* means the on-the-job or off-the-job unauthorized use by an employee of a controlled substance, as defined by federal law or the misuse of prescription drugs, over-the-counter drugs or other substances known to affect a person's ability to safely or efficiently perform job duties. Off-duty use of marijuana in compliance with Colorado law shall not be deemed Illicit Use of Drugs.

- d) Marijuana or Marijuana Product. *Marijuana* or *Marijuana Product* means any product that contains Tetrahydrocannabinol or THC.
- e) Impaired by Alcohol. CDL and Safety Sensitive employees are *Impaired by Alcohol* if alcohol testing under this policy indicates an alcohol concentration of 0.04 or more grams of alcohol per 210 liters of breath or per 100 milliliters of blood. All other employees are *Impaired by Alcohol* if alcohol testing under this policy indicates an alcohol concentration of 0.05 or more grams of alcohol per 210 liters of breath or per 100 milliliters of blood.
- f) **Under the Influence.** As related to marijuana, the employee's blood contained five nanograms or more of delta 9-tetrahydrocannabinol per milliliter in whole blood, as shown by analysis of the employee's blood.

703 DRUG AND ALCOHOL TESTING

Effective Date: Sept. 1, 2020

Revision Date:

All Town employees required to hold commercial drivers' licenses shall be subject to a drug and alcohol testing program that fulfills the requirements of Code of Federal Regulations Title 49, Part 382. Tests shall be conducted under the following circumstances:

- a. Each such employee shall be tested before the first time they perform any safety-sensitive function for the Town. Such functions including driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing or assisting in loading or unloading; repairing or obtaining and waiting for help with a disabled vehicle; performing driver requirements related to accidents; and performing any other work related to vehicle maintenance or operation. Pre-employment tests shall be required only after an applicant is offered a position.
- b. Alcohol and controlled substance tests shall be conducted after any accident involving any safety-sensitive function. Such tests shall be conducted as soon as is practicable following an accident if the accident involved personal injury, property damage, or a citation for a moving traffic violation. Employees involved in accidents shall make themselves available for testing unless they need immediate medical attention, and shall not use alcohol for eight hours after any accident or until after a post-accident alcohol test, whichever occurs first.
- c. Tests shall be conducted on a random basis at unannounced times throughout the year. Such random tests shall be conducted just before, during, or just after the performance of safety-sensitive functions.
- d. Tests shall be conducted when a supervisor or Town official trained in accordance with law has reasonable suspicion that an employee has violated the Town's alcohol or drug prohibitions. Reasonable suspicion must be based on specific, contemporaneous observations concerning the employee's appearance, behavior, speech or body odors. Such observations may include indications of the chronic and withdrawal effects of controlled substances. (See Appendix B)
- e. A drug or alcohol test shall be conducted if and when an employee who has violated the Town's drug or alcohol prohibition returns to performing safety-sensitive duties. No employee may be assigned to a safety-sensitive position until a return-to-duty drug test is administered with a negative result.
- f. An employee who violates the Town's drug or alcohol prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Such follow-up testing shall be conducted just before, during, or just after the performance of safety-sensitive functions.

Testing procedures and facilities used for tests shall conform with the Code of Federal Regulations, Title 49, Section 40, et seq.

Any driver who refuses to submit to a drug or alcohol test required by this guideline shall not perform or continue to perform safety-sensitive duties and will be subject to discipline up to and including dismissal. An employee will be deemed to have refused to submit to testing if he or she is unavailable or fails to provide samples sufficient for testing absent any medical necessity. Verified positive tests for alcohol or drugs (including marijuana) shall subject employees to disciplinary action up to and including dismissal.

In addition, any employee may be subject to reasonable suspicion or post-accident drug testing as described in this Section.

704 EMPLOYMENT-RELATED TESTING

Effective Date: Sept. 1, 2020

Revision Date:

Safety-Sensitive Positions

The Town may require drug testing, finger printing, and/or Federal or state background checks of employees engaged in safety or security sensitive functions, including positions that involve operation of Town vehicles not requiring a CDL. Tests shall be conducted in accordance with the law and in a manner that ensures accuracy and limits access to the test results.

Reasonable Suspicion Testing

An employee must submit to immediate drug and alcohol testing if reasonable suspicion exists to believe that the employee may be using drugs and alcohol in violation of this policy. Reasonable suspicion may be based on visual or other evidence that an employee is under the influence of, or using or possessing drugs or alcohol at the workplace. Indications of drug and alcohol use include, but are not limited to: slurred speech; lack of balance; excessive aggressiveness; docility or drowsiness; the detection or smell of drugs or alcohol; an employee's unusual demeanor, appearance or conduct; irrational, threatening or violent behavior. Reasonable suspicion testing requires prior approval by the Town Administrator.

Post-Accident and Post-Incident Testing

An employee may be subject to immediate drug and alcohol testing after an on-the-job accident or incident involving any Town vehicle, equipment, property or personnel, or involving the employee's personal vehicle while on Town business, under the circumstances described below.

- a) Unless unable to do so because of a serious injury, an employee involved in an on-the-job accident or incident must immediately report it to the employee's supervisor, who will notify the Department Head.
- b) The Department Head will determine whether an employee must submit to post-accident or post-incident drug and alcohol testing. Post-accident and post-incident testing is permissible under the following circumstances:
 - 1) There is reasonable suspicion that the employee is under the influence of drugs or alcohol; or
 - 2) The employee receives a citation (or there is other reasonable indication of the employee's fault) and there is bodily injury or fatality; or
 - 3) The employee receives a citation (or there is other reasonable indication of the employee's fault) and there is property damage or direct incident costs reasonably ascertained to exceed \$1500.00; or
 - 4) The employee suffers an on-the-job injury requiring a visit to a medical provider and there is other reasonable indication of the employee's fault; or
 - 5) The employee failed to follow operational or safety protocol, causing or potentially causing a serious operational incident.
- c) An employee subject to drug and alcohol testing after an accident or incident will be escorted to an approved testing facility for immediate testing, and shall not use alcohol until the alcohol test is performed, or until eight hours after the accident or incident, whichever is first.
- d) If seriously injured as a result of an accident or incident and unable to provide a sufficient breath or urine sample as required by this policy, the employee must authorize the release of medical records to determine if alcohol or drugs were detected. An employee who fails to report immediately any accident or an incident resulting in a serious injury, or who refuses to release medical records of drug and alcohol tests under these circumstances will be subject to corrective action up to and including termination.

Timing and Location of Drug and Alcohol Testing

Drug and alcohol tests should be performed *as soon as possible* after the determination that **reasonable suspicion** or **post-accident or post-incident** testing is appropriate.

- a) If alcohol testing is not performed within two hours of a reasonable suspicion determination, the reason for the delay must be documented by the persons involved in the determination. The documentation will be kept by the Town Office. Contribution to the delay by the employee is cause for disciplinary action, up to and including termination.
- b) Drug and alcohol testing of employees will be performed by a testing facility approved by the Town.
- c) If testing is delayed more than eight hours after the determination of reasonable suspicion, drug testing, but not alcohol testing, will still be performed.

Return to Work After Drug and Alcohol Testing

An employee's return to work after being required to submit to drug and alcohol testing is dependent on such factors as the employee's job description, the results of the testing, and the reason for the testing.

- a) An employee referred for drug and alcohol testing based on reasonable suspicion or an accident may not return to work until released to return to work by the employee's supervisor. Time off work under this section will be paid.
- b) An employee referred for random or biennial alcohol testing may return to work immediately after alcohol test results are obtained except under the following circumstances:
 - 1) Any employee *Impaired by Alcohol* will be suspended without pay pending correction action;
 - 2) CDL and Safety Sensitive employees and any employee whose job description requires driving whose alcohol test results indicate the Use of Alcohol, will be required to take personal leave until a breath alcohol test indicates an alcohol concentration below 0.00 grams of alcohol per 210 liters of breath or per 100 milliliters of blood; or
 - 3) Substantial safety concerns are at stake.
- c) An employee may return to work pending the Town's receipt of negative test results.

705 CORRECTION ACTION FOR VIOLATIONS OF DRUG AND ALCOHOL POLICY

Effective Date: Sept. 1, 2020

Revision Date:

Employees are subject to corrective action for any violation of the Town's drug and alcohol policies, up to and including termination. Corrective action may be based on the results of drug and alcohol tests conducted by the Town or by any federal, state, or local officials having independent authority to test the employee for drug and alcohol use.

Termination Mandatory

An employee will be terminated if any one of the following conditions is met:

- a) A drug or alcohol test required by this policy determines the employee engaged in the *Illicit Use of Drugs* or was *Impaired by Alcohol* or used any *Marijuana* or *Marijuana Product*, and the employee holds a job description that requires a CDL or a driver's license or is identified as Safety Sensitive;
- b) A drug or alcohol test required by this policy determines the employee, while operating a Town vehicle or equipment or the employee's personal vehicle on Town business, engaged in the Illicit Use of Drugs or was Impaired or Under the Influence of alcohol or drugs;
- c) When referred for drug and alcohol testing, the employee refuses to submit the required blood, urine or breath specimen;
- d) The employee refuses to authorize the release of drug or alcohol testing results performed by a health care provider after an accident for which the employee may be at-fault, and testing is warranted under this policy; or
- e) The employee tampers with or attempts to tamper with a blood, urine or breath specimen collected for testing.

SECTION 8: EMPLOYEE CONDUCT & DISCIPLINARY ACTION

801 EMPLOYEE CONDUCT AND WORK RULES

Effective Date: Sept. 1, 2020

Revision Date:

The Town expects all employees to conduct themselves pursuant to the highest professional, business, and ethical standards and will not tolerate misconduct. The Town, through its Council, management and supervisors, retains the right to take such disciplinary action as it deems appropriate in any given circumstance. Whether an employee's performance, conduct, or behavior warrants disciplinary action is within the Town discretion. The Town does not intend by these policies to create any expectation that any employee will be assured of any particular form of disciplinary action, such as warnings, notice, or any form of progressive discipline, prior to discharge. To ensure orderly operations and provide the best possible work environment, the Town expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Town.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- a) Theft or inappropriate removal or possession of property
- b) Falsification of timekeeping records
- c) Working under the influence of alcohol or illegal drugs
- d) Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- e) Fighting or threatening violence in the workplace
- f) Boisterous or disruptive activity in the workplace
- g) Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- h) Insubordination or other disrespectful conduct
- i) Violation of safety or health rules
- j) Smoking in prohibited areas
- k) Sexual or other unlawful or unwelcome harassment
- l) Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- m) Excessive absenteeism or any absence without notice
- n) Unauthorized absence from work station during the workday
- o) Unauthorized use of telephones, mail system, or other employer-owned equipment
- p) Unauthorized disclosure of confidential information
- q) Violation of personnel policies
- r) Unsatisfactory performance or conduct

Employment with the Town is at the mutual consent of the Town and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

802 CITATION/ARREST OR CONVICTION REPORTING

Effective Date: Sept. 1, 2020

Revision Date:

Town employees must perform their work with a high degree of moral and ethical behavior. In order to ensure that all employees have and keep these standards, employees are required to report any arrest(s), conviction(s) for criminal violation(s), and/or all citations for moving violation(s) of six (6) points or more (such as speeding 20 mph over the limit or DUI) whether resulting from on or off duty conduct and whether or not occurring within the Town. Under this policy, a conviction includes a finding of guilty, a plea of nolo contendere and/or the imposition of a sentence by any judicial body responsible for determining violations of federal or state criminal drug statutes.

In order for the Town to be prepared to respond to and protect the employee from potentially volatile or damaging situation, employees are required to report other contacts with law enforcement such as an officer being called to an employee's home for a

domestic disturbance, an employee being investigated as a suspect in a crime or any other event that would adversely affect the public's perception of Town employees.

Employee reports under this policy must be made to the employee's supervisor as soon as possible but within no more than 48 hours of the beginning of the incident. Rights provided by the 5th Amendment to the United States Constitution apply; an employee does not have to incriminate themselves in their report but do have to disclose that they were contacted, charged, arrested etc. In the event the employee is incarcerated, a family member may report on the employee's behalf.

The supervisor along with the Town Administrator or their designee will evaluate whether pending charge(s) or conviction(s) will have an effect on the employee's ability to perform the duties and responsibilities of their job. Documentation regarding incidents reported under this policy will only become part of the employee's personnel record if the incident results in disciplinary action.

803 SEXUAL AND OTHER UNLAWFUL HARASSMENT

Effective Date: Sept. 1, 2020

Revision Date:

The Town is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated. The Town provides ongoing sexual harassment training to ensure you the opportunity to work in an environment free of sexual and other unlawful harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- a) Unwanted sexual advances.
- b) Offering employment benefits in exchange for sexual favors.
- c) Making or threatening reprisals after a negative response to sexual advances.
- d) Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- e) Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- f) Verbal sexual advances or propositions.
- g) Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- h) Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Town Administrator or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Town Office or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

804 ATTENDANCE AND PUNCTUALITY

Effective Date: Sept. 1, 2020

Revision Date:

To maintain a safe and productive work environment, the Town expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Town. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

805 PERSONAL APPEARANCE

Effective Date: Sept. 1, 2020

Revision Date:

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the Town presents to customers and visitors.

During business hours or when representing the Town, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position. This is particularly true if your job involves dealing with customers or visitors in person. Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be considered:

- a) Shoes must provide safe, secure footing, and offer protection against hazards as appropriate for your work environment.
- b) Shorts should not be worn in the office setting but are permissible dependent upon job function and safety guidelines.
- c) Mustaches and beards must be clean, well-trimmed, and neat.
- d) Offensive body odor and poor personal hygiene is not professionally acceptable.
- e) Jewelry should not be functionally restrictive, or dangerous to job performance.

806 DISCIPLINE

Effective Date: Sept. 1, 2020

Revision Date:

It is the responsibility of all employees to observe all the regulations, policies and procedures adopted to ensure the efficient, effective and safe operation of the Town. A violation of these regulations, policies and procedures will result in appropriate disciplinary action including the possible dismissal of employment.

Employees shall be informed of any performance problems and/or work rule violations subsequent to the incident. Employees will be given the opportunity to read and respond to any written disciplinary actions. An employee's signature on such records signifies only that the record has been received and examined by the employee.

The Town favors progressive disciplinary action; however, the level of discipline to be imposed for infractions shall be that which the Town, through its Town Administrator, deems appropriate under the circumstances. Use of progressive discipline shall in no way limit or restrict the Town's employment at-will powers. Town management retains the right to determine in its discretion, that any

of the following disciplinary actions is appropriate without using lower levels of discipline:

Oral Warning or Reprimand

The employee is orally counseled as to the unsatisfactory areas of work, and methods of improvement. A notation of the date and reason for reprimand may be made to the employee's personnel file.

Written Reprimand

The employee is issued a written reprimand that includes a statement of the problem and a notation to the effect that the problem was discussed with the employee. A copy of the reprimand may also place the employee back in an introductory period for a specified time.

Suspension with or without Pay

An employee is suspended from employment for any number of days which shall be accompanied by a written statement, signed by the employee and his or her supervisor, setting forth the fact of the suspension, the reason for the suspension and the duration of the suspension. Depending on the seriousness of the problem, the suspension can be without pay.

Disciplinary Demotion

The employee is placed into a position with a lower compensation rate for disciplinary reasons which must be reflected by a written statement placed in the demoted employee's personnel file stating that the demotion was for disciplinary purposes and setting forth the reason for the discipline.

Discharge

The employee is discharged from employment.

807 GRIEVANCES

Effective Date: Sept. 1, 2020

Revision Date:

The grievance procedure is available to any employee for the resolution of complaints, disputes, or concerns regarding the interpretation or application of Town policies regarding discipline. Any such dispute, complaint, or concern may be raised as a grievance pursuant to the grievance procedure. The availability of the grievance procedure shall in no way limit or restrict the Town's employment at-will powers.

The grievance procedure is intended to provide a formal process for the resolution of grievances. It is not, however, intended to be a substitute for healthy and appropriate communication between employees and supervisors, nor is it intended that the grievance procedure be used to harass supervisors or interfere with the operations of the Town. Before the grievance procedure is started, employees should attempt to resolve disputes, complaints, and concerns with their immediate supervisors by discussing such matters informally.

The grievance procedure shall consist of the following steps:

Step 1

An employee may present a written complaint to his or her immediate supervisor setting forth the subject of the grievance, identifying the policy or policies at issue, and requesting consideration pursuant to this procedure. The employee and the supervisor shall confer on the matter and the supervisor shall respond to the complaint, orally or in writing, within five (5) working days. All supervisors shall immediately advise the Town Administrator of the filing of any grievance.

Step 2

If the grievance is not resolved at Step 1, the employee may, within five (5) working days of the supervisor's response, submit in writing his or her grievance to his/her Department Head. Such request shall also specify the nature of the

grievance and the policy or policies at issue. The employee and the Department Head shall meet as soon as is practicable thereafter along with other staff members as appropriate. The Department Head shall respond to the employee in writing within ten (10) working days of that meeting, circumstances permitting.

Step 3

An employee dissatisfied with the decision of the Department Head may obtain a further review of the matter by submitting in writing a request for review to the Town Administrator, within five working days following the receipt of the Department Head's decision. The Town Administrator shall make such investigation and as he/she deems necessary and shall communicate his/her decision to the employee in writing within fifteen (15) working days after receipt of the employees request for review. The decision of the Town Administrator shall be final.

Town Officers only may present grievances to the Town Board of Trustees.

Any grievance not pursued to the next step within the time specified shall be considered resolved. The time limits for taking any action under this policy may be extended by agreement. The failure of any Town supervisor to respond to a grievance within the time limits specified in the policy or agreed upon should be reported to the next higher-level supervisor.

808 RETURN OF PROPERTY

Effective Date: Sept. 1, 2020

Revision Date:

Employees are responsible for all Town property, materials, or written information issued to them or in their possession or control.

Employees must return all Town property immediately upon request or upon termination of employment. Where permitted by applicable laws, The Town may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The Town may also take all action deemed appropriate to recover or protect its property.

809 POLITICAL ACTIVITIES

Effective Date: Sept. 1, 2020

Revision Date:

Town employees may participate in political or partisan activities of their choosing, provided that Town resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. Employees may not campaign on Town time or in a Town uniform or while representing the Town in any way. Employees may not allow others to use Town facilities or funds for political activities.

Any Town employee who meets with or may be observed by the public or otherwise represents the Town to the public, while performing his/her regular duties, may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on Town property or Town time, for a contribution for a partisan political cause.

Except as noted in this policy, Town employees are otherwise free to fully exercise their Constitutional First Amendment rights.

810 SOCIAL MEDIA ACTIVITIES

Effective Date: Sept. 1, 2020

Revision Date:

"Social media" means any public or semi-public electronic communication, both written and video. Social media include blogs, Listserv lists, Facebook pages, chat rooms, personal web sites, Twitter posts, and similar electronic forums. It includes news sites, fans sites, sports sites, etc., which invite public comment.

The Town respects the right of employees to communicate on social media. All public employees, however, must recognize a clear

distinction between acts as individuals and acts as representatives of the Town because they may be considered spokespersons for the Town. Because of this possibility, employees should ensure that views expressed on social media are personal and not those of the Town or of any person or organization affiliated or doing business with the Town.

Social media users are personally responsible for the content of their electronic postings. They can be held personally responsible for commentary that is considered defamatory, obscene, proprietary, harassing, or libelous by any offended party.

Employees shall not use personal social media during work hours. Furthermore, employees shall not use Town-owned equipment, including computers, cellular phones, other mobile cellular devices, the Town's network infrastructure, external access points to the internet, Town-licensed software and non-licensed software, or any electronic equipment, nor facilities to access or use social media. Such usage is not considered permitted incidental internet use as set forth in 609 or 610 of this Employee Handbook.

Employees shall not post on social media Town information, including Town issued documents, without prior express written permission of the Town Administrator.

Employees violating this policy will be subject to disciplinary action up to and possibly including termination. Questions related to this policy or about personal social media activities, should be directed to the supervisor or the Town Administrator.

EMPLOYEE ACKNOWLEDGEMENT FORM

The personnel Handbook describes important information about the Town, and I understand that I should consult the Department Head, Town Treasurer, or Town Administrator regarding any questions not answered in the Handbook.

I have entered into my employment relationship with the Town voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Town can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur, except to the Town's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Town Administrator and/or the Board of Trustees has the ability to adopt any revisions to the policies in this Handbook.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I have received the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

Effective Date: ~~June 1, 2020~~ September, 2020

Revision Date: ~~_____~~ February 7, 2022

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____



Town of Fairplay

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 (719) 836-2622 phone
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 www.fairplayco.us

STAFF REPORT

TO: Mayor and Board of Trustees

FROM: Janell Sciacca, Town Administrator

RE: New Business Item F – Cancellation of April 5, 2022 Regular Municipal Election Resolution No. 7, Series 2022

DATE: February 7, 2022

BACKGROUND/ANALYSIS:

The Town of Fairplay's Regular Municipal Election to elect a Mayor and three (3) Trustees was scheduled to be held Tuesday, April 5, 2022. The deadline for submission of Candidate Petitions was Monday, January 24, 2022. As of the end of the day on the 24th, the Town Clerk's office has certified the following petitions:

MAYOR
 Frank Just

TRUSTEE
 Joshua Voorhis
 Peter Lynn

The deadline for submission of affidavits of intent to run as a write-in candidate was Monday, January 31, 2022. At the close of business on January 31, there were no write-in candidate affidavits received. State statute and Colorado Election Law, along with the Town Code, provide that when an election is to be held and the only ballot item is the election of persons to offices, that if at the close of business on the sixty-fourth day (*January 31, 2022*) before the election there are not more candidates than offices to be filled, the election can be canceled. Therefore, the attached resolution canceling the Town of Fairplay Regular Municipal Election scheduled for Tuesday, April 5, 2022, and declaring the above-listed candidates elected to four (4) year terms is presented in accordance with Colorado law and the Town Code.

Upon adoption of Resolution No. 7, the Town Clerk will post notice of such cancellation in accordance with Fairplay Municipal Code Section 2-1-30(b).

STAFF RECOMMENDATION

Staff recommends approval of Resolution No. 7, Series 2022 as presented by motion, second and a roll call vote.

Attachments:

- Resolution No. 7, Series 2022

“Where History Meets the High Country”

TOWN OF FAIRPLAY, COLORADO**RESOLUTION NO. 7****(Series 2022)****A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO DETERMINING THAT THE REGULAR MUNICIPAL ELECTION TO BE HELD ON APRIL 5, 2022 SHALL BE CANCELED.**

WHEREAS, the Town of Fairplay, Colorado (the “Town”), is a statutory town, duly organized and existing under the laws of the State of Colorado;

WHEREAS, pursuant to C.R.S. 31-1-101(10) the Town’s next regular election is scheduled to be held on Tuesday, April 5, 2022; and

WHEREAS, the deadline for filing nomination petitions was Monday, January 24, 2022, and the deadline for filing as a write-in candidate was Monday, January 31, 2022; and

WHEREAS, Colorado Election Law and C.R.S. 31-10-507 sets forth that if the only matter before the voters is the election of persons to office and if, at the close of business on the sixty-fourth day before the election (*January 31, 2022*), there are not more candidates than offices to be filled at such election, including candidates filing affidavits of intent, the clerk, if instructed by resolution of the governing body either before or after such date, shall cancel the election and by resolution declare the candidates elected; and

WHEREAS, the Town Clerk is the Designated Election Official of the Town of Fairplay and has been duly authorized by Fairplay Municipal Code Section. 2-1-30 to cancel an election as set forth above and certify such fact to the Board of Trustees through the presentation of a resolution; and

WHEREAS, as of Monday, January 31, 2022, there were not more candidates than offices to be filled;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF FAIRPLAY:

Section 1. Effective at the close of business on January 31, 2022, there were not more candidates than offices to be filled, including candidates filing affidavits of intent to be write-in candidates.

Section 2. Pursuant to Fairplay Municipal Code Section 2-1-30 and C.R.S. 31-1-507, the Town Clerk hereby cancels the April 5, 2022 Regular Municipal Election and declares the following persons elected to the Fairplay, Colorado Board of Trustees with term lengths of four (4) years each:

Mayor – Frank Just, Hathaway Street, Fairplay, CO 80440

Trustee – Josh Voorhis, 508 8th Street, Fairplay, CO 80440

Trustee – Peter Lynn, 851 Hathaway Street, Fairplay, CO 80440

Section 3. The effective date of the terms for each of the Trustees and the Mayor deemed elected pursuant to this resolution shall be April 5, 2022. The oaths of office shall be administered at the first regular meeting of the Board after April 5, 2022 which is Monday, April 18, 2022.

Section 4. The Town Clerk shall publish notice of such cancellation pursuant to Section 2-1-30(b) of the Fairplay Municipal Code.

RESOLVED, APPROVED AND ADOPTED THIS 7th DAY OF FEBRUARY, 2022.

TOWN OF FAIRPLAY, COLORADO

Frank Just, Mayor

ATTEST:

Janell Sciacca, Town Clerk



MEMORANDUM

TO: Mayor and Board of Trustees

FROM: Janell Sciacca, Town Administrator/Clerk

RE: New Business Item G – CDOT Permanent Easement Agreement
Resolution No. 8, Series 2022

DATE: February 7, 2022

Background/Analysis:

The Town received an Offer Package from the Colorado Department of Transportation for the acquisition of a Permanent Easement for a portion of Town-owned property at 501 Main Street.

This is the standard offer package CDOT sends out for these projects and Staff believes it is in the Town's best interests to allow for the easement in order to facilitate the ADA improvements for compliance with federal accessibility requirements and to provide improved pedestrian infrastructure for residents and visitors.

Town Attorney Nina Williams has reviewed the documents and found them to be in order and the Town's Engineering firm SGM also reviewed the documents and did not have any comments or concerns about the granting of the easement.

Fiscal Impact:

The Town will realize \$1,500.00 in unanticipated revenue when payment is received from CDOT.

Recommendation:

Following any questions, Staff recommends the Board approve Resolution No. 8, Series 2022 as presented by motion, second and a roll call vote.

Attachments:

- Resolution No. 8, Series 2022
- Exhibit A – Agreement for Permanent Easement
- Exhibit B – Permanent Easement

TOWN OF FAIRPLAY, COLORADO

RESOLUTION NO.8
SERIES 2022

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF FAIRPLAY, COLORADO APPROVING A PERMANENT EASEMENT AGREEMENT WITH THE COLORADO DEPARTMENT OF TRANSPORTATION FOR PROJECT STM 0091-046 FAIRPLAY/ALMA ADA CURB RAMPS CONSTRUCTION SH 9.

WHEREAS, the Town of Fairplay has received a proposed Agreement for Permanent Easement from the Colorado Department of Transportation for ADA improvements at 501 Main Street as part of Project STM 0091-046 Fairplay/Alma Curb Ramps Construction SH9; and

WHEREAS, the Colorado Department of Transportation is requesting the easement in order to reconstruct ADA Curb Ramps along portions of the existing curb, gutter and sidewalk to bring pedestrian facilities into compliance with federal accessibility requirements; and

WHEREAS, the proposed agreement and Permanent Easment with Site Map are attached hereto respectively as Exhibits "A" and "B"; and

WHEREAS, the Colorado Department of Transportation has offered to compensate the Town \$1,500.00 for the easement; and

WHEREAS, the Board of Trustees believes approval of the Agreement is necessary to facilitate much needed ADA improvements and is in the best interests of the Town of Fairplay and its residents and visitors;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF FAIRPLAY, COLORADO, as follows:

Section 1. The Board of Trustees of the Town of Fairplay, Colorado hereby approves the granting of a Permanent Easement via the attached Agreement for Permanent Easement and Permanent Easement attached hereto as Exhibits "A" and "B", respectively and authorizes the Mayor to sign both documents.

RESOLVED, APPROVED AND ADOPTED this 7TH day of FEBRUARY, 2022.

TOWN OF FAIRPLAY, COLORADO

Frank Just, Mayor

ATTEST:

Janell Sciacca, Town Clerk

EXHIBIT "A"**AGREEMENT FOR PERMANENT EASEMENT****RECITALS**

A. The Colorado Department of Transportation (CDOT) is reconstructing curb, gutter and sidewalk improvements ("Improvements") to meet Federal Americans with Disability Act (ADA) requirements. As illustrated on the attached Exhibit "A", a portion of the Improvements will be located on public right of way (ROW) and a portion will be located on private property. CDOT requires a Permanent Easement for the portion of the Improvements that will be located on private property ("Permanent Easement").

B. Landowners have certain rights when CDOT needs to acquire a Permanent Easement to construct and maintain the Improvements. CDOT is offering to pay Town of Fairplay ("Owner"), the sum of One Thousand Five Hundred and 00/100 Dollars (\$1,500.00) as consideration for a waiver of those rights. Be advised that as an incentive the Owner, the sum of \$1,500.00 is more than CDOT's estimate of the fair market value of the Permanent Easement.

C. Owner has agreed to accept the sum of \$1,500.00 as full and complete compensation for conveyance of the Permanent Easement and as consideration of the waiver of these rights. This Agreement defines CDOT's and the Owner's rights and responsibilities for this arrangement.

AGREEMENT

NOW, THEREFORE, in consideration of the recitals, promises, and covenants contained in this Agreement and for good and valuable consideration, the receipt of which is hereby acknowledge, Owner and CDOT agree to the following terms and conditions.

1. EXECUTION OF PERMANENT EASEMENT AGREEMENT

Owner will execute and deliver to CDOT this Agreement and the accompanying Permanent Easement. When such documents are executed and delivered, CDOT shall then pay the Owner the sum of \$1,500.00. This Agreement is not made under the threat of eminent domain, because execution and delivery of such documents is voluntary. At the time of this offer, and for the duration of the offer until it is accepted and finalized or revoked, CDOT does not intend to use eminent domain for the property interests that are the subject of this Agreement.

2. GRANT OF RIGHTS TO USE CONSTRUCTION OCCUPANCY AREA

Not Applicable.

3. OWNER'S WAIVER OF LEGAL RIGHTS

Owner understands that it has the right to a property acquisition process that includes Owner's right to contest or negotiate the compensation offered, which compensation is above the estimated fair market value of the Permanent Easement. These rights arise from federal and state constitutions, statutes, and regulations. Owner understands that they are entitled to consult an attorney to be advised of these legal rights. Owner hereby voluntarily waives all legal rights it may have with a full understanding of those rights, and voluntarily agrees to sign this Agreement and accept the sum of \$1,500.00 in lieu of such rights.

4. CONSIDERATION - PAYMENT

The consideration for this agreement is One Thousand Five Hundred and 00/100 Dollars (\$1,500.00), plus the waiver of legal rights as set forth in paragraph 3 above. This Agreement shall be valid and enforceable upon Owner's execution and delivery to CDOT of this Agreement, the Permanent Easement, and CDOT's tender of \$1,500.00 to Owner.

5. AGREED USES

This Agreement authorizes CDOT, its employees and contractors to enter the Permanent Easement for:

- Removal of existing portion of the Sidewalk required to allow for construction of the Sidewalk improvements.
- Construction of the Sidewalk, including future maintenance of said improvements.

All removal and construction shall be at CDOT's cost. The uses for the Permanent Easement are defined in the accompanying Permanent Easement.

6. TERM OF AGREEMENT

CDOT's rights for the Permanent Easement are perpetual after Owner's execution and CDOT's delivery of payment.

7. SPECIAL CONDITIONS

CDOT shall not materially interfere with the operations of any users of or tenants on the Owner's Property or with the use of property adjacent to the Permanent Easement Area, other users, invitees, or tenants thereof, except during time of construction activity and concrete curing.

In the event CDOT's project impacts or disturbs any of the Owner's private improvements, CDOT shall repair and restore any such disturbed areas to a condition reasonably approximate to or better than the condition that existed prior to CDOT's entry to construct the project.

Town of Fairplay

By: Frank Just, Mayor

COLORADO DEPARTMENT OF TRANSPORTAION

By: _____

Name: Amber Billings

Title: Region 2 ROW Manager

Date: _____

EXHIBIT "B"

PERMANENT EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that Town of Fairplay of Park County, State of Colorado, Grantor, for and in consideration of the sum of ONE THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$1,500.00), and other valuable consideration, in hand paid by DEPARTMENT OF TRANSPORTATION, STATE OF COLORADO, Grantee, receipt of which is hereby acknowledged, has given and granted and by these presents does hereby give and grant unto the said Grantee, its heirs, successors, and assigns a PERPETUAL EASEMENT on, along, over and across the following described premises, for the construction and maintenance of roadway improvements to-wit:

See Attached Exhibits for:

Project Number: STM 0091-046
Parcel Number: PE-3
Project Code: 24253

Signed this ___ day of _____, 2022

Town of Fairplay

By: Frank Just, Mayor

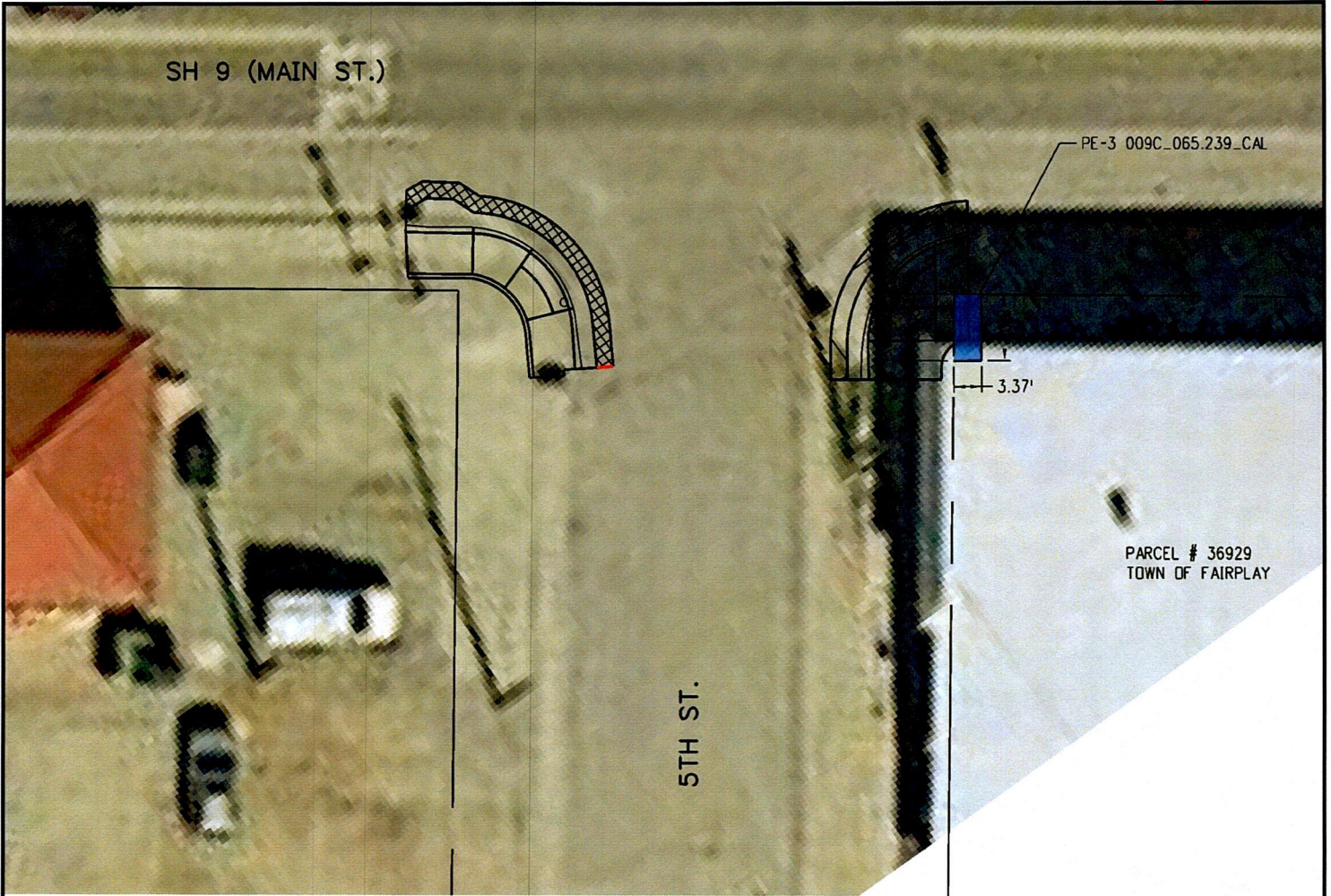
STATE OF COLORADO }
 } ss.
COUNTY OF PARK }

The foregoing instrument was acknowledged before me this ___ day of _____, 2022, by Frank Just, Mayor

Witness my hand and official seal.

My Commission Expires _____

Notary Public



PE-3 009C_065.239_CAL
 A Permanent Easement (PE-3), containing 27.0 square feet, more or less, for construction and maintenance of ADA ramps and associated appurtenances, being a portion of a Lot described as the Westerly 40 feet of Lot 14, all of Lot 15, and all of Lot 16, Block 6, Fairplay; beginning at the North point of said Lot, thence 8.08 feet Southwest along the Northwest line of said Lot, thence 3.37 feet Southeast, thence 8.02' Northeast to the Northeast line of said Lot, thence Northwest along the Northeast line of said Lot to the Point of Beginning; lying in the Northeast Quarter of Section 33, Township 9 South, Range 77 West of the 6th P.M.

NOTE:
 This Exhibit is not a boundary survey of the property and is prepared for the Colorado Department of Transportation purposes only. The mapped data on this site does not constitute a legal land survey, and was assembled using record deeds and plats available from public records.

m:\aerial 5:35:03 PM Y:\Denver\1520005\00152060.01_R2\ADA_TDI\Eng_Docs\Exhibits\Fairplay\Alma ROW\24253ROW_Exhibit-03-PE.dgn

Print Date: 10/12/2021	FAIRPLAY ADA CURB RAMPS 5TH STREET & SH 9 (MAIN ST.)		Project No./Code	
File Name: 24253ROW_Exhibit-03-PE.dgn			STM 0091-046	
Horiz. Scale: 1:20	Designer: JEM		Region: 2 ROW	24253
Vert. Scale: As Noted	Detailer: MES		Unit Leader:	FAIRPLAY TO ALMA ADA RAMPS
Unit Information:			Sheet: 4 of 6	
Unit Leader Initials:				



Town of Fairplay
 901 Main Street • P.O. Box 267
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MEMO

Date: 1/27/22
 To: Town of Fairplay Board of Trustees
 From: Julie Bullock, Special Events/Marketing/Public Works
 Janell Sciacca, Town Administrator / Town Clerk
 Re: 2022 Marketing Overview and Discussion

Below, please find information regarding the Town's marketing pieces that have been produced for multiple years now and the costs associated with them.

<u>CURRENT MARKETING ITEM</u>	<u>COST/QUANTITY</u>
Rack Card – distributed to Colorado Welcome Centers, Visitor Centers throughout the state and distributed through Colorado Activities Center (CAC) throughout Summit County. Includes cost to distribute through CAC and postage to welcome/visitor centers.	\$2,700/7,500
Event Post Card – distributed in a countywide bulk mailing to all box holders in Park County. Cost includes that of postage for the bulk mail.	\$2,306/4,500
Town Tear-Off Map – distributed at the Town Hall Visitor's Center and businesses in Fairplay that accommodate the size of the map, ie: hotels, museum, some restaurants, bars, and retail shops. Typically printed 2,000 but in 2021 printed 5,000.	\$1,000/2,000+
Relocation Services Guide – distributed from the Town Hall Visitor's Center to community members relocating to the Fairplay area.	\$1,000/10,000
Glossy Town of Fairplay Brochure/Town Map – distributed from the Town Hall Visitor's Center and in all businesses in Town that have a location to display them.	\$3,000/10,000
Social Media Marketing – postings by Kristylee Gogolon from Tandem Design Lab	\$6,900/year

*Cost includes design/printing/shipping.

“Where History Meets the High Country”

This page outlines Staff's suggested changes for several marketing pieces that could result in significant cost savings for the 2022 marketing budget.

<u>SUGGESTED 2022 MARKETING ITEM</u>	<u>COST/QUANTITY</u>
Rack Card – <i>piece needs to be updated and double the quantity printed for more distribution through CAC, welcome center/visitor centers.</i>	\$3,308/15,000
Event Post Card – <i>quantity is based on current box holders in the County.</i>	\$2,375/4,750
Town Tear-Off Map/Glossy Brochure Combined – <i>suggest combining these two promotional pieces as one that can be folded but also written on by volunteers in the Town visitor center. A QR code will also be incorporated into the brochure/map and 70 lb. uncoated paper stock would be used for this piece.</i>	\$3,025/10,000
Relocation Services Guide - <i>produce in-house, no need to go to the expense of professional design and printing. Allows the Town to keep the information more current.</i>	\$0.00/as needed

Each of these items would have the Town's QR code directing them back to the www.visitfairplay.net page where they would find the same information electronically along with any other information the Town posts there and links to places, events, activities, etc.

OPTIONAL SERVICES

Event & Scenic Photography – *The Town has used Skyline Photography in the past to take scenic and event photographs.* **\$????/year**

Staff has reached out to the photography company but has not heard back yet. However, we feel the associated costs may be very worthwhile for use in updating the website and brochures.

Re-design of Town's Website – *costs could vary between FREE for a basic State Of Colorado produced website; Tandem Design Labs site would range from \$3,500-\$5000* **\$5,000**

This is probably the most important thing that needs to be addressed. The State changed platforms we have been delayed and Staff will reach out by phone this week to check on a timeline. If there is going to be a delay, I would like to reach out to some other designers for bids and then Staff will be able to keep the site updated in real-time instead of relying on a contractor.

Social Media Marketing – *We are currently using Tandem Design Lab for general Social media posts. If we want to continue this service, the monthly fee is \$650.* **\$7,800/year**

Staff has discussed taking over the social media postings and encouraging more public posts instead of paying Tandem Design these fees. With a little bit of training and ingenuity, Staff feels we could do just as good of a job and better control the posts to ensure they relate to Fairplay, CO.

**Costs are approximate and will depend on time to produce, quantity and quality of product, and the everchanging costs of shipping.*

“Where History Meets the High Country”

FAIRPLAY EVENT SCHEDULE – 2022 (BOLD events are produced by the Town)

- **Fairplay’s Mountain Mardi Gras** – February 26, American Legion
- **Cemetery Clean Up Day** – May 21
- **Town Clean Up Days** – June 3, 4 & 5
- Huck Finn Day – June 4, Colorado Parks & Recreation with Division of Wildlife
- South Park High School Graduation – June 11
- South Park Trails Heavy Marathon and Heavy ½ Marathon – June 11, Human Potential Running Series
- **TGIFairplay Free Concert Series** – June 24, band is *Split Window*
- **Independence Day Celebration** – July 4, band is not confirmed
- Silverheels 100 – Mile Endurance Run – July 9-10, Human Potential Running Series
- Last Call 50-Mile & 55K Endurance Runs – July 10, Human Potential Running Series
- Park County Fair – July 12 – 17
- Fairplay Gem, Mineral & Jewelry Show – July 28 – 31, River Park Event Site, Jay Penn
- **TGIFairplay Free Concert Series** – July 29, band is *The Long Run* (Eagles Tribute Band)
- **73rd Burro Days Celebration** – July 29-31, 2022
- Sheep Mountain Endurance Runs, 50-Mile & 50K – August 6, Human Potential Running Series
- Living History Days – August 13-14, South Park City Museum
- **TGIFairplay Free Concert Series** – August 26, band is the Hazel Miller Collective
- Haunted Museum Trick-or-Treat – October 31, South Park City Museum
- Halloween Spooktacular – October 31, Boys and Girls Club of the High Rockies
- **A Real Colorado Christmas** – December 3
- Holiday Bazaar – December 3, Park County Schools Campus in Fairplay