Control of Work – Property and Facility Preservation

Revision and Approval

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<th>Revision</th>
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<td>Steve Altman</td>
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Background

This process establishes Structure Construction (S.C.) responsibilities and procedures for assisting the Resident Engineer with administration of preservation of existing property and facilities.

This process addresses preservation, protection, and when applicable rearrangement of:

1. Highway improvements and facilities
2. Adjacent property
3. Waterways
4. Environmentally sensitive areas
5. Lands administered by other agencies
6. Railroads and railroad equipment
7. Nonhighway facilities, including utilities
8. Survey monuments
9. Department’s instrumentation
10. Temporary work
11. Roadside vegetation not to be removed.
Prior to reviewing this Bridge Construction Memo (B.C.M.), it is essential to review the Contract Specification, Section 5-1.36, Control of Work – Property and Facility Preservation, applicable to your specific project, that this B.C.M. is based on, as identified in the title block above. The information in the contract specifications typically will not be repeated in the text of this B.C.M.

**Process Inputs**

1. Written notification of damage to existing utilities and other improvements
2. Written notification of unidentified utilities
3. Work plan for protecting railroad facilities
4. Work plan for protecting non-railroad facilities (if required)

**Procedure**

1. All work associated with this process is charged as Project-Direct – Construction.
2. Inspection of field work for this process is:
   a. *Intermittent* during daily site visits to verify existing facilities remain in service.
3. Before construction begins:
   a. Coordinate with Resident Engineer the division of work for inspection and administration tasks, including:
      i. Initial, periodic, and final inspections
      ii. Agency requirements, communication, and coordination
      iii. Protection, relocation, and repair of existing facilities.
   b. Review contract documents to identify existing facilities.
   c. Conduct a visual inspection of the project limits to verify location of existing facilities and document facilities not identified in the contract documents
   d. Document with condition of the existing facilities; including photographs of the existing facilities. If necessary:
      i. Replace facilities that have deteriorated sufficiently beyond intended use.
      ii. Relocate or protect facilities to prevent damage.
   e. Document existing survey monuments and high-water marks as outlined in Attachment 1, Preservation of Property.
   f. Record elevations of high-water marks if structures are widened, repaired, or replaced.
g. Based on field review and contract documents, notify the Contractor if a work plan showing the systems to be used to protect facilities is required.

h. Review railroad guidelines in B.C.M. 5-1.20C, Control of Work – Railroad Relations and Construction Manual, Section 3-520B, Railroad Property, regarding protecting railroad property, if applicable:

i. Review and authorize work plan for protecting railroad facilities.

j. Coordinate with other agencies with facilities to be relocated or protected as outlined in Construction Manual, Section 3-520, Property and Facility Preservation.

k. Coordinate with Resident Engineer to protect and relocate state owned facilities.

l. Verify utilities have been located prior to excavating.

m. Coordinate with Resident Engineer to protect and relocate state owned facilities.

4. During construction:

a. Conduct a visual inspection of the project limits to verify existing facilities remain in service and are in the same condition prior to the start of work.

b. Verify suitable protection devices are in place to prevent property damage.

c. Work with the Resident Engineer to coordinate with other agencies to provide protection or relocate facilities or objects.

d. Coordinate with the railroad flagger to provide protection of railroad facilities.

e. Notify the Resident Engineer if existing survey monuments require relocation.

f. Upon written notification from the Contractor of damage to existing utilities or of unidentified utilities:

i. Notify the Resident Engineer and coordinate response.

h. Document all inspection, construction, and quality assurance activities in the Daily Reports per B.C.M. C-4.04, Daily and Weekly Reports.

5. Following construction:

a. Document existing facilities that remain in place and are in the same condition as prior to construction on the as-builts per Construction Manual, Section 5-104, As-Built Plans and B.C.M. 99-01000-1.10, Building Construction – As-Built Drawings.

b. Replace high water marks.
c. Coordinate with the District to replace survey monuments and benchmarks.

d. Verify that the Contractor restores or repairs any facilities or improvement damaged by the Contractor’s operation.

e. File all correspondence and Daily Reports in the appropriate category in the project records as specified in the Construction Manual, Section 5-102, Organization of Project Documents.

Process Outputs

1. Successful completion of project
2. Existing facilities successfully preserved and protected
3. Daily Reports

Attachments

1. Preservation of Property