



# *City of El Segundo*

## **Public Works Department**

Date: February 25, 2005

### **ENCROACHMENT PERMIT CONDITIONS FOR** **WORK IN THE PUBLIC RIGHT-OF-WAY**

**Reference:** Title 9 Chapter 2 –  
City Municipal Code and City Council Resolution No. 4202 (Permit Fees)

**Note:** Contractors are hereby notified that these conditions are intended to assist them by drawing their attention to some of the City requirements and **DO NOT** constitute a complete all inclusive list.

#### **A. GENERAL**

##### **1. City Standards:**

All work shall comply with the latest edition of the "Standard Specifications for Public Works Construction (The Green book)", "The APWA Standard Plans for Public Works Construction" and "California/OSHA construction safety orders."

##### **2. Traffic Control:**

Lane closures/blockage/installation of arrow boards, etc. shall comply with the latest edition of the "Work Area Traffic Control Handbook (WATCH Manual)". A minimum one (1) lane of traffic in each direction and access to private and emergency vehicles must be maintained at all times.

##### **3. Storm Water Pollution Control:**

Contractor shall comply with the City Municipal Code, Title 5 Chapter 4, which establishes storm water and urban runoff pollution prevention controls. Generally it is the contractor's responsibility to ensure that non-storm generated water or storm water contaminated by construction activities (i.e.: dirt, wash water from concrete trucks, construction material/equipment pollutants, etc.) does not enter the City Storm Drain System. Cleanup of any such contamination in the City storm drain system shall be the responsibility of the permittee.

**Encroachment Permit Conditions**  
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**4. Excavation/Trenching:**

Contractor shall notify USA (Underground Service Alert – Dig Alert), at 1-800-227-2600, and obtain a “Dig Alert Identification Number” a minimum of two (2) working days prior to the start of excavation/trenching.

All existing utilities shall be located and protected by the contractor to the satisfaction of the particular utility company.

All trenches, obstructions, potential hazards, and excavations shall be protected by an adequate number of flashing amber light barricades.

Trenches/excavation that are five (5) feet or more in depth requires a separate shoring permit from California/OSHA (State Division of Industrial Safety).

**5. Working Hours:**

Note: At the beginning of the work, construction activities include start up of equipment and other preparatory work. At the end of the work, construction activities include site clean up and securing the project site.

Unless otherwise specified, construction activities are limited to Monday through Friday 7:00 am until 4:00 pm.

Construction activities on Aviation Boulevard, Imperial Highway, El Segundo Boulevard, Mariposa Avenue (east of Virginia Street), Grand Avenue, Rosecrans Avenue, and adjacent to schools (during school open days) are limited to Monday through Friday 9:00 am until 3:00 pm.

No work is permitted on weekends, City holidays or rain days.

**6. Sepulveda Boulevard:**

Any work or traffic control on Sepulveda Boulevard (State Highway Route 1), or on City cross streets, which will impact Sepulveda Boulevard traffic, shall require a Caltrans Encroachment Permit, prior to applying for a City permit.

**7. Water Needed for Construction:**

Using water from private property connections, without approval by the property owner, shall not be permitted.

**Encroachment Permit Conditions**  
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Any contractor/permittee found to be using water from a City fire hydrant, without a temporary construction water meter installed by the City Water Division, will be charged \$500.00 per occurrence against their permit deposit.

Permittees that need City water shall put down a deposit for a temporary construction water meter with the Department of Administrative Services. Upon receiving the proper paperwork from the Department of Administrative Services, Water Division personnel will install a water meter on the fire hydrant that will be used by the permittee. Permittee shall bear the cost of water used and other associated costs.

**B. LICENSES**

1. Contractor shall maintain a valid Contractor's State License for the proper License Class throughout the term of this permit.
2. Contractor shall maintain a valid City Business License throughout the term of this permit.

**C. INSURANCE**

Contractor shall submit valid liability insurance certification and endorsement naming this City as additionally insured in a form and dollar limits acceptable to the City and maintain this insurance throughout the term of this permit.

**D. REMOVAL AND REPLACEMENT OF SURFACE IMPROVEMENTS**

**1. General:**

Bituminous pavement, concrete pavement, curbs, sidewalks, or driveways shall be removed by saw cutting and replaced in accordance with the Standard Specifications unless otherwise specified in these specifications.

**2. Bituminous Pavement:**

- a. Thickness of Asphalt Concrete (AC) patch shall be a minimum 1" thicker than the thickness of the existing pavement. New AC shall be installed in courses not exceeding 4" in the thickness.
- b. Prior to start of excavation AC pavement shall be saw cut and removed.

**Encroachment Permit Conditions**  
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- c. At locations where the edge of the excavation falls within four feet (4') of the adjacent curb face or gutter toe, the existing AC pavement shall be removed and replaced to the curb face or gutter toe.
- d. Thickness of aggregate base under the AC base shall be two inches (2") greater than the existing base. However, if there is no existing base, a minimum of six (6) inches of crushed aggregate base shall be provided.
- e. Prior to installing the AC base course, saw cut and remove a minimum 12" width of pavement on each side of the original excavation. Any remaining broken AC pavement beyond this 12" width shall be trimmed by saw cutting to neat straight lines. Base course shall be C2-AR-4000.
- f. Prior to installing the AC finish course, the AC base course plus an additional minimum 12" width of existing pavement on both sides shall be cold planed so as to result in a minimum finish surface thickness of 1 ½ inches. Finish course shall be D2-AR-4000.
- g. All existing pavement striping and markings (stop signs and crosswalks for example) obliterated by the trenching shall be replaced in kind.

**3. Concrete Improvements:**

- a. Concrete improvements shall be removed by saw cutting.
- b. The limits of removal and replacements will be determined in the field by the City's inspector. Prior to start of the replacement work, Contractor shall call the City's inspector to determine the scope of replacement work.  
  
Sidewalks: Replace to nearest score marks / construction joints.  
Curbs: Replace to nearest cold joint or minimum 10 feet length.  
Intersections: Up to existing joints within three (3) feet from the trench saw cut.
- c. Contractor shall be responsible to protect the installed concrete improvements until they are adequately cured and ready to accept traffic.

**4. Time Limits:**

The street surfaces of all excavations shall be restored immediately after backfill compaction by temporary resurfacing and maintained until permanent resurfacing. Base course of permanent resurfacing shall be installed within five (5) days of backfill compaction and the finish course of permanent resurfacing shall be installed within five (5) days of installing the base course. Sidewalks shall be poured within five (5) days of removing existing sidewalks.

**Encroachment Permit Conditions**  
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**5. Traffic Striping and Pavement Markings:**

Apply temporary and permanent striping in accordance with Section 310-5.6 of Standard Specifications.

Place temporary striping after the base course of AC pavement has been completed in the same configuration as the existing permanent striping so that traffic can be returned to normal patterns. This striping shall be considered temporary and it is the contractor's responsibility to place and maintain.

Place temporary dribble lines within 24 hours after final paving and place permanent striping and pavement marking within seven (7) calendar days after final paving.

**6. Trench Plating:**

Plates used shall be skid proof. AC ramps shall be installed at plate edges to prevent rough driving conditions. At the option of the City (particularly adjacent to residential areas), the plates will be required to be welded to minimize noise problems.

**7. Unobstructed Access to Properties/Pedestrians/Emergency Vehicles, Etc.:**

Unobstructed access to properties, pedestrians and emergency vehicles shall be maintained at all times. Unless permanent pavement is placed immediately, temporary asphalt (cold mix) pavement, minimum 2" in thickness, shall be placed and maintained at locations as determined by the City until permanent pavement is installed. City representatives have the right to enter upon the encroached right-of-way at any time for any purpose. Permittee waives any and all claims for damages incurred as the result of the City's use of its public property.

**8. Removal of USA Markings:**

Prior to final acceptance and as required by the City, Contractor shall remove all installed USA paint markings on pavement surfaces.

**9. Replacement of Existing Centerline Ties:**

All existing centerline ties, which are removed or damaged during construction, shall be replaced by licensed surveyor at the permittee's cost.

**E. Final Acceptance:**

It is the contractor's responsibility to call for final inspection and permit sign-off prior to processing of the deposit refund, less costs incurred by the City, for damages and corrective action.