Transportation Services

STREETS & RIGHT-OF-WAYS ADMINISTRATION

* STREET & CURB WORK PERMITS

STREET & CURB WORK AND OTHER SERVICES

SCHEDULE OF FEES AND CHARGES

ADMIN: DEPT. OF PARKS, RECREATION, & TRANSPORTATION (STREETS DIVISION)

Subject Matter or Activity	CURRENT Effective Date January 1, 2017	PROPOSED Effective Date January 1, 2018	Unit Of Measurement	Surety Requirements	Accept Charge Cards*
PERMIT TO EXCAVATE, OPERATE, OR CONTRUCT IN THE PUBLIC RIGHT-OF-WAY				Deposit/Bond when requested	
(PERMIT FEE ONLY-ADDITIONAL COSTS BELOW)	100.00	100.00	Per Permit	Proof of Insurance	No
WINTER PERMIT FEE ONLY (ADDL. COSTS BELOW)	500.00	500.00	Per Permit	Proof of Insurance	No
(WINTER PERMIT FEE APPLIES TO NON-EMERGENCY WORK INVOLVING ASPHALT OR CONCRETE) (WINTER PERMIT FEE APPLIES FROM NOV. 15 - MARCH 31)					
ASPHALT REPAIR/RESTORATION					
FIXED RATE					
- SUMMER CUTS (April 1 to October 15):					
> FIRST 25 YARDS	55.00	55.00	Per Square Yard		No
> EACH ADDITIONAL SQUARE YARD	35.00	35.00	Per Square Yard		No
- WINTER CUTS (October 16 to March 31):					
> FIRST 10 YARDS	150.00	150.00	Per Square Yard		No
> EACH ADDITIONAL SQUARE YARD	150.00	150.00	Per Square Yard		No
ACTUAL COST < RE: Note B Below)					
- TOP SOIL & SEEDING ($100 MINIMUM)	N/A	Actual Cost	Recorded Time @ Applicable Rate		No
- LABOR	Actual Cost	Actual Cost	Recorded Time @ Applicable Rate		No
- EQUIPMENT RENTAL	Actual Cost	Actual Cost	Recorded Time @ Applicable Rate		No
- MATERIALS	Actual Cost	Actual Cost	Actual Cost of Materials		No
- OUTSIDE CONTRACTOR WHEN REQUIRED	Actual + 10% administrative cost	Actual + 10% administrative cost			No

STREET & CURB WORK AND OTHER SERVICES

SCHEDULE OF FEES AND CHARGES

ADMIN: DEPT. OF PARKS, RECREATION, & TRANSPORTATION (STREETS DIVISION)

Subject Matter or Activity	CURRENT Effective Date January 1, 2017	PROPOSED Effective Date January 1, 2018	Unit Of Measurement	Surety Requirements	Accept Charge Cards*
CONCRETE REPAIR/REPLACEMENT					
FIXED RATE < RE: Note A Below >					
- CURB REPLACEMENT	35.00	40.00	Per Lineal Foot		No
- FLATWORK REPLACEMENT			Per Square Foot		No
- 4 INCH THICK SIDEWALK	10.00	10.00			
- 6 INCH THICK SIDEWALK/DRIVE APPRO	12.00	12.00			
CONCRETE REPAIR/REPLACEMENT CONT.					
ACTUAL COST < RE: Note B Below >					
- LABOR	Actual Cost	Actual Cost	Recorded Time @ Applicable Rate		No
- EQUIPMENT RENTAL	Actual Cost	Actual Cost	Recorded Time @ Applicable Rate		No
- MATERIALS (INCLUDING ADA RAMPS)	Actual Cost	Actual Cost	Actual Cost of Materials		No
- OUTSIDE CONTRACTOR WHEN REQUIRED	Actual + 10% administrative cost	Actual + 10% administrative cost			No
SAW-CUTTING FEE (CONCRETE/ASPHALT)	3.00	3.00	Per Lineal Foot		No
STREET SPECIAL ASSESSMENT					
PER FRONT FT FOR CURBS, GUTTERS, STREETS	CPI Adjust after 12/1	CPI Adjust after 12/1	Per Front Foot and Per Street		No

STREET & CURB WORK AND OTHER SERVICES

SCHEDULE OF FEES AND CHARGES

ADMIN: DEPT. OF PARKS, RECREATION, & TRANSPORTATION (STREETS DIVISION)

Subject Matter or Activity	CURRENT Effective Date January 1, 2017	PROPOSED Effective Date January 1, 2018	Unit Of Measurement	Surety Requirements	Accept Charge Cards*
PERMIT TO PLACE CONSTRUCTION MATERIALS IN THE RIGHT-OF-WAY					
BASE FEE	100.00	100.00	Per Permit		No
IF PERMIT NOT PULLED BY CONTRACTOR OR RESPONSIBLE PARTY, A FINE SHALL BE IMPOSED PER MUN. ORDINANCE SEC. 32-4.2					
STORM WATER REVIEWS					
DEPOSIT REQURIED (REF. NOTE C BELOW)	2,000 DEPOSIT	2,000 DEPOSIT	Per Review		No
OTHER MISCELLANEOUS SERVICES					
PHOTOCOPIES	0.50	0.50	Per Copy		No
PLAN SHEETS / AERIAL PHOTOS	5.00	5.00	Per Copy		No

* Credit cards will not be accepted for payment of a City of Holland invoice.

STREET & CURB WORK AND OTHER SERVICES

SCHEDULE OF FEES AND CHARGES

ADMIN: DEPT. OF PARKS, RECREATION, & TRANSPORTATION (STREETS DIVISION)

ADDITIONAL COMMENTS AND REFERENCES

COMMENTS :

- All Street Cut Restoration Work Is Performed by the City's Streets Division Unless Approval Has Been Granted by the City Engineer, Street Superintendent or Designated Representative, Prior to Issuance of a Street Cut Permit for Restoration by a Private Contractor. Private contractors must be MDOT pre-qualified for all work on major streets and for street cuts greater than 100 square yards unless otherwise approved by the City Engineer, Street Superintendent or Designee.
- At any time, but particularly during winter months, the Streets Division may direct the permittee to arrange for restoration work (i.e. concrete and/or asphalt work) by a private contractor. Specific arrangements shall be made by the permit holder and confirmation (i.e. subcontract or other written communication) shall be submitted as part of the permit application.
- Density testing is REQUIRED as a condition of the Right-ofWay Permit and will be the responsibility of the Permit holder.
- The permit holder shall submit density test results to the transportation department for approval prior to placing asphalt or concrete. Failure to provide this information will result in a fine to the permit holder per Municipal Ordinance Section 32-4.2. Repeated failures may result in the department prohibiting issuance of future permits to the permit holder.
- At the request of the Street Department, permitees performing open cut excavation work within a public street shall provide a bond or deposit. The amount and duration of the bond or deposit shall be determined by the Street Department.
- At the request of the Street Department, permitees performing directional boring work within a public street shall conduct a televised inspection of existing infrastructure, including but not limited to storm sewers, prior to the start of directional boring and after all direction boring work is complete. The video data shall be electronically submitted to the Street Department for review to verify no damage has occurred to existing infrastructure.
- All directional drill contractors shall comply with the 2007 MDOT Special Conditions for Horizontal Directional Drilling. (HDD)

REFERENCE NOTE A - CONCRETE CURB, FLATWORK AND ASPHALT RESTORATION :

The Curb Replacement Rate (per lineal foot), the Flat Surface Replacement Rate (per sq ft), and the Asphalt Repair/Restoration Rate (per sq yrd) are routinely examined and Modified Each Year (as necessary). The Pre-Established Rates are intended to reasonably reflect composit costs incurred by the City of Holland Street Dept To Perform Routine Curb Work, Flat Surface Work and Asphalt Work (Assuming Normal Conditions), To Include The Following:

- Estimated Minimum Time Requirement Per Lineal Foot, Square Foot or Square Yard
- Estimated Staff Requirement (Foreman and Laborers) and Respective Labor Wage / Benefit Rates
- Estimate Of Vehicle & Equipment Requirements and Respective Rental Rates
- Estimate Of Materials Required (Especially Cement, Redi-Mix Concrete, and Asphalt)
- Application Of An Overhead Factor

STREET & CURB WORK AND OTHER SERVICES

SCHEDULE OF FEES AND CHARGES

ADMIN: DEPT. OF PARKS, RECREATION, & TRANSPORTATION (STREETS DIVISION)

ADDITIONAL COMMENTS AND REFERENCES

REFERENCE NOTE B - ASSESSMENT OF ACTUAL COSTS :

Under Some Situations, Due To The Size of The Work, Nature of The Work, Availability of Street Department Crews, Etc., The City of Holland May Elect to Perform Restoration Work on a Force Account Basis (T,E & M) or With The Use of a Private Contractor. These Situations Include But Are Not Limited To The Following.

- Special Services Performed or Materials Provided by the City of Holland Streets Division
- Unusual Circumstances For Restoration Work, Requiring Additional Time and/or Materials, Over And Above What Is Described In Note A Above.

  (The above Costs Incurred Are Billed At Actual Time (@ Applicable Rates) and Materials Consumed (@ Actual Cost of Materials).
- Work performed by an outside contractor instead of City staff when required in the judgement of the City will be billed at actual cost plus an additional 10% admin fee.

** Due To Cement, Redi-Mix Concrete and Asphalt Market Price Volatility, The Pre-Established Fixed Rate Shall Be Subject To A 'Surcharge' That Offsets Any Sudden Price Increases For Materials. The Director of Transporation Is authorized To Add An Adjustable Surcharge (Floating Rate).

REFERENCE NOTE C - STORM WATER REVIEW FEES:

For large and/or complex reviews of storm water impacts associated with developments, the Transportation Department requires an initial deposit of $2,000. The final fee charged will be based on actual time and materials required for the review and payment shall be required prior to site plan approval. If a consulting firm conducts the storm water review on behalf of the City, the applicant shall be charged for the consulting fees plus a 10% administration fee.

REFERENCE NOTE D - FAILURE TO OBTAIN A PERMIT TO WORK IN THE PUBLIC RIGHT-OF-WAY:

Failure to obtain a permit to perform work in the public right-of-way shall result in a civil infraction and fine according to Municipal Ordinance Section 32-4.2.

REFERENCE NOTE E - DAMAGE TO INTRASTRUCTURE BY PERMITEE:

Permittees who damage City infrastructure shall be required to repair or replace the infrastructure as directed by the City and shall be responsible for all repair or replacement costs including fines. Permittees she not undermine infrastructure such as sidewalk and directional bore contractors shall have sufficient cover to avoid heaving.

t.glover@cityofholland.com

See highlighted text below for insurance requirements. Your certificate may be emailed to me by responding to this e-mail or by faxing to 616.928.2408. You may not begin any work in the right-of-way until you've secured a right-of-way permit. Thanks.

Tami
City of Holland, Transportation Services
333 Wyngarden Way (Mapquest to 1070 Industrial)
Holland, MI 49423
616.928.2430

From: Katerberg, Brenda
Sent: Tuesday, March 19, 2013 9:58 AM
To: Glover, Tami
Cc: Perales, Anna
Subject: Insurance Docs

Tami,
The City insurance people were here recently to go over correct documentation. If you could help us out – please have all insurance documents addressed to: **City of Holland, 270 S. River, Holland, MI 49423** (no person's name or department). Also, where there are notes at the bottom, the following must be included: **The City of Holland, its officers, agents and employees are named as Additional Insured.** Thanks.

Brenda Katerberg
Department Assistant
City Clerk's Office | 616.355.1301
City of Holland | 270 S. River Ave, Holland, MI 49423
b.katerberg@cityofholland.com

Certificate holder must be
City of Holland
270 River Avenue
Holland, MI 49423

In the notes area at the bottom, it must say
"The City of Holland, its officers, agents and employees are named as Additional Insured."

SPECIAL CONDITIONS FOR HORIZONTAL DIRECTIONAL DRILLING (HDD)
November, 2007

1 Materials

1.1 Pipe

Approved materials for HDD include: medium-density polyethylene (MDPE), high-density polyethylene (HDPE), steel, fusible PVC, restrained joint PVC, and ductile iron pipe. Alternate materials will require prior approval.

MDPE and HDPE pipes shall conform to the current ASTM D1248, ASTM D2513, ASTM D3350, and ASTM F714. Steel pipe shall conform to the current ASTM A 53-97 and ASTM 139-96. Ductile iron pipe shall conform to the current ASTM 716-95 and ASTM 746-95. PVC pipe shall conform to the current ASTM F1962-99 and ASTM D2321-00.

1.2 Allowable forces

The pulling force shall not exceed the pipe manufactures recommendation. When using MDPE, HDPE, or fusible PVC pipe an extra six foot section of the pipe shall be pulled out of the borehole to check for any sign of stress or damage.

1.3 Pipe Characteristics

(a) MDPE and HDPE pipe shall have an SDR value of 11 or less.
(b) Pipe shall be without any significant dimensional or surface deformities. All pipes shall be free of visible cracks, holes, foreign material, foreign inclusions, blisters, or other deleterious or injurious faults or defects. Any section of the pipe with a gash, blister, abrasion, nick, scar, or other deleterious fault greater in depth than ten percent (10%) of the wall thickness, shall not be used.

1.4 Protective Coatings (Steel Pipe)

A coating to provide a corrosion barrier as well as an abrasion barrier is required. The coating shall be bonded well to the pipe and have a hard smooth surface to resist soil stresses and reduce friction. A mill-applied fusion bonded epoxy coating is required for steel pipes.

2 Construction

2.1 Minimum Allowable Depths

The minimum allowable installation depth of cover of a HDD installed pipe under the road and shoulder surface is correlated to the pipe diameter. Table 2 summarizes the minimum allowable depths:

Table 2 -- Minimum Allowable Depth

Pipe Diameters (inches)	Depth of Cover (feet)
6 or less	6
7 - 12	8
13- 24	10
24 and greater	12

In locations where the road surface is superelevated, the minimum depth of the bore shall be measured from the lowest side of the pavement surface. In addition, a minimum 3 foot depth shall be maintained in all other features including ditch bottoms.

2.3 Method

(a) The ends of each section of MDPE and HDPE pipe shall be inspected and cleaned as necessary to be free of debris immediately prior to joining the pipes by means of thermal butt-fusion. The Polyethylene pipe shall be of the same type, grade, and class of the polyethylene compound used in the process.
(b) The handling of the joined pipeline shall be in such a manner that the pipe is not damaged by dragging it over sharp or jagged objects. Sections of the pipes with cuts and gouges exceeding 10 percent of the pipe wall thickness or kinked sections shall be removed and the ends rejoined.
(c) Pipe rollers, skates or other protective devices shall be used to prevent damage to the pipe, eliminate ground drag, reduce pulling force, and reduce the stress on the pipe and joints.
(d) Sufficient space shall be allocated to fabricate and layout the product pipeline into one continuous pipe length, thus enabling the pull back to be conducted during a single operation. If space considerations are discovered that make this impossible, the permit applicant shall obtain specific alternative instructions from the MDOT Engineer/Inspector.
(e) The required piping shall be assembled in a manner that does not obstruct adjacent roadways or public activities.
(f) The drill path alignment shall be as straight as possible to minimize the frictional resistance during pullback and maximize the length of the pipe that can be installed during a single pull.
(g) The minimum radius of curvature of HDD path should be 1,200 times the nominal diameter of the pipe to be installed.
(h) For large diameters (greater than 20 in), an intermediate pre-reaming is required before pulling the utility into place.
(i) The drilling fluid in the annular region outside of the pipe shall not be removed after installation, and remain in place to provide support for the pipe and neighboring soil.

2.4 Drilling Site

(a) Location - A minimum distance, from the edge of the paved shoulder or curb, to the face of any access pit, equipment, and supplies, shall be 35 feet along freeways and limited access roadways and 25 feet along free access roadways. Any deviation from these distances shall require prior approval from the MDOT Engineer/Inspector.
(b) Protection-Fencing barriers shall be installed adjacent to equipment and supplies with suitable fencing and plastic drums to prohibit pedestrian access to the work site. Equipment shall not be used as fencing to protect access pits.

2.5 Overcut Allowance

The overcut diameter shall not exceed the outside diameter (OD) of the pipe by more than 1.5 times to ensure excessive voids are not created resulting in post installation settlement.

2.6 Watertight Joints

Water tight pipe joints are required to ensure the integrity of the roadbed. Pipe shall be constructed to prevent water leakage or earth infiltration throughout its entire length.

2.7 Drilling Fluids

(a) Drilling fluid shall be used during drilling and back reaming operations.
(b) Excess drilling fluids shall be contained within a lined pit or containment pond, or trailer-mounted portable tank, until removed from the site.
(c) All drilling fluids shall not enter the streets, manholes, sanitary and storm sewers, and other drainage systems, including streams and rivers.

2.8 Pipe Locating and Tracking-

The following requirements may be waived depending on size, bores and/or conditions:

(a) During construction, continuous monitoring and plotting of pilot drill progress shall be undertaken to ensure compliance with the proposed installation alignment. The contractor shall plot the actual horizontal and vertical alignment of the pilot bore at each edge of pavement and at intervals not exceeding 20 feet. This "as built" plan and profile shall be updated as the pilot bore is advanced.
(b) The contractor shall at all times provide and maintain instrumentation that will accurately locate the pilot hole and measure drilling fluid quantity. The contractor shall grant the Engineer/ Inspector access to all data and readout pertaining to the position of the bore head, the fluid pressures, and flows.
(c) Trace wire is required for all non metallic pipe installation for post construction location purposes.

2.9 Settlement/Heaving Monitoring

(a) This method shall be performed in a manner that will minimize the movement of the ground in front of, above, and surrounding the boring operation; and will minimize subsidence of the surface above and in the vicinity of the boring. The ground shall be supported in a manner to prevent loss of ground and keep the perimeter and face of the boring stable at all times, including during shutdown periods.
(b) Potential heave or settlement shall be monitored at each shoulder point, each edge of pavement, the edge of each lane (or centerline for two lane roads), and otherwise at 50 foot intervals along the pipe centerline.
(c) For pipe sizes larger than 3 inches a survey shall be performed one day prior to initiating this operation at each required monitoring location. A similar survey shall then be performed at each location, on a daily basis, until the permitted activity has been completed. All survey readings shall be recorded to the nearest one-hundredth (0.01) of a foot. Digital photographs of the pavement conditions shall also be taken prior and after the pipe installation.
(d) All operations shall stop immediately whenever monitored points indicate a vertical change in elevation of 1/2 inch or more, or any surface disruption is observed. The Contractor shall then immediately report the amount of settlement to the MDOT Engineer/ Inspector.

2.11 Failure

(a) Should anything prevent completion of this operation, the remainder of the pipe shall be constructed and/or abandoned by methods approved by the MDOT Engineer/Inspector.
(b) Abandonment of any component of the installation shall only be allowed as approved by the MDOT Engineer/Inspector.

3.12 Contamination

When an area of contaminated ground is encountered, all operations shall stop immediately, and shall not proceed until approved by the MDOT Engineer/Inspector. Any slurry shall be tested for contamination and disposed of in a manner, which meets Local, State and/or Federal requirements.

3.13 Bulkhead

Pipe ends shall be temporarily sealed with a cap until the connection is made permanent, to prevent water or earth infiltration.

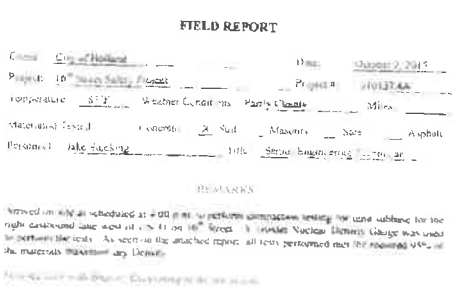
3.14 Work Site Restoration

(a) Access pits and excavations shall be backfilled with suitable material, and in a method approved by the MDOT Engineer/Inspector.
(b) The disturbed grass-surface area shall be top soiled, seeded, fertilized, mulched, and anchored according the current MDOT Standard Specifications for construction, sections 816 and 917.
(c) Upon completion of the work, the contractor shall remove and properly dispose of all excess materials and equipment from the work site.

Public ROW - Topics of Discussion

- Density testing of backfill material
  - Utilize MDOT approved tester
  - Test backfill material in trench as well as aggregate base
  - Provide testing paperwork to City
- Contacts
  - Driesenga & Associates, Jim Henning, 616-396-0255
  - Soils & Structures, Jon Veeneman, 231-760-6841
  - Soil & Mat'l Eng., Lou Northouse, 616-406-1756
  - Mat'l Testing Consult., Tim Lautenbach, 616-456-5469

Density Testing Example



FIELD REPORT

Client: City of Holland Date: August 2, 2013

Project: 16th Street Valley Project Project #: 70137.4A

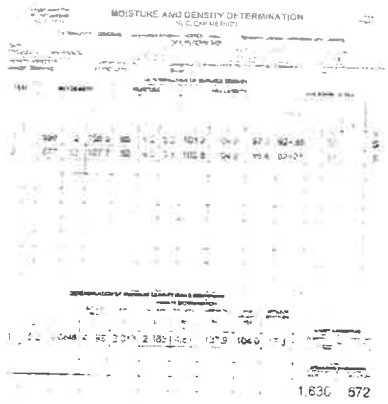
Temperature: 85°F Weather Conditions: Partly Cloudy Miles:

Material Tested: Concrete: X Soil: Masonry: Slag: Asphalt:

Personnel: Jake Hackney Title: Senior Engineering Technician

REMARKS

Arrived on site as scheduled at 9:00 a.m. to perform compaction testing for sand subbase for the right eastbound lane west of the 16th Street. A Troxler Nuclear Density Gauge was used to perform the tests. As seen on the attached report, all tests performed met the required 95% of the materials maximum dry density.



MOISTURE AND DENSITY DETERMINATION

1,630 572