The ‘Sign Off’ boxes for Public Works, Traffic, & Utilities Department that should appears on the Cover Sheet of the plan set and project manual should be formatted as follows:

**CITY OF CEDAR RAPIDS**

THIS ENGINEERING DOCUMENT IS RECOMMENDED FOR FILING WITH THE CITY CLERK

CITY ENGINEER OR DESIGNEE DATE

UTILITIES ENGINEER OR DESIGNEE DATE

CITY TRAFFIC ENGINEER OR DESIGNEE DATE

*The following notes are to appear on all plans for the City of Cedar Rapids*.

**The preparer is responsible for reviewing to ensure all notes are applicable to each project.** Highlighted areas in the notes are to be filled in by the preparer or removed from the notes. The preparer may add notes if project specifics require them.

**UTILITY CONTACTS *(A Sheet)***

City of Cedar Rapids

City Arborist: (319) 286-5616

Fire: Business (319) 286-5200, Emergency 911

Police: Business (319) 286-5491, Emergency 911

Public Works: (319) 286-5802

Sanitary & Storm Sewer: (319) 286-5826

Transit: (319) 286-5573

Water: (319) 286-5900

Iowa One Call: 811

Utilities

Refer to ‘Utility Contact List’ in the PDMM Referenced Materials for revised contact information of private utilities.

**GENERAL UTILITY NOTES *(A Sheet)***

1. The proposed improvements included in these drawings have been designed in accordance with the Iowa Statewide urban Design and Specifications Manuals (SUDAS) and the City of Cedar Rapids general supplement to the SUDAS design manual and the City of Cedar Rapids Supplemental Specifications to SUDAS standard specification version at the time of bid or City Private Development Approval with no design exceptions. (this note should be on the cover sheet)
2. Refer to SUDAS 1070 2.07 for general utility notes.
3. Abandoned utilities not shown on the plans may exist within the construction limits. If encountered, Contractor shall confirm said utilities are abandoned.

Contractor is responsible for removing these lines as necessary for construction.

1. Contractor shall verify sanitary and storm sewer pipe sizes and inverts prior to construction and prior to ordering manholes and/or pipe. No additional payment shall be made to the Contractor for material that is ordered and does not match pipe sizes and inverts that are to be confirmed prior to construction.
2. Repair all field/drain tiles encountered during construction as specified or at a minimum to allow flow using like material in new condition with City approved connections. Contractor shall record existing type, size, location and depth of all field/drain tiles encountered and repaired during construction. Provide data to the City for incorporation into record drawings.

**GENERAL NOTES *(C Sheet)***

1. Contractor is responsible for securing and providing the following permits and applications:

Public Right-of-Way Permit (available through the Public Works- Real Estate Division, Right of Way Management.)

Current bond for Grading, Opening or Working in Public Street and Public Property (file with the Public works- Real Estate Division, Right of Way Management).

Vendor Registration Certificate (obtain through the Cedar Rapids Finance Department).

General Commercial Building Permit – for parking lot work. (obtain through the Cedar Rapids Building Department. *If work includes parking lot reconstruction*.

Permit fees will not be charged*.*

If a project involves multiple sites, a monthly update shall be sent to the Public Works- Real

Estate Division, Right of Way Management by the first of each month listing the sites on

which the Contractor plans to work during that month along with the anticipated schedule.

*This generally pertains to sidewalk repair/construction projects at multiple locations.*

1. If Contractor obtains additional easements for storage of equipment and materials, copies of agreements with the property owners shall be provided to the City. Upon completion of the usage of the additional easements, Contractor shall also obtain written acceptance from the owner and provide a copy to the Engineer.
2. Contractor shall coordinate the construction schedule with City staff to avoid conflicts with City events. No additional compensation will be made for coordinating schedules around events.

**PROPERTY OWNER ACCESS NOTES *(Staging Notes)***

*Project specific*

1. Residential and commercial driveways may be closed to access for a maximum of xx days.
2. Consecutive accesses serving the same business or residence shall not be closed concurrently during staging operations.
3. *Include special access requirements need to be noted on staging sheets.*
4. Contractor shall distribute construction notifications to each property owner within the project limits between 7 – 14 calendar days in advance of commencement of construction. Notification letters or hangers shall be approved by the Engineer prior to distribution.

Letters shall include:

* Prime Contractor’s name
* Superintendent’s name and 24-hour contact number.
* Brief description of the work.
* Date of commencement and completion of construction activities.
* Description of access limitations.
* Special considerations: Refuse collection, mail delivery, others.

Work may not begin unless notifications are made in accordance with this provision.

**WATER NOTES**

1. Water inspection services are provided by Water Division personnel.
2. Contact Water Engineering at 319-286-5950 or [Water-Engineering-Admin@Cedar-Rapids.Org](mailto:Water-Engineering-Admin@Cedar-Rapids.Org) to schedule the following work requests:

* 5-day minimum notice required for:
  + Water construction start and stop.
* 48-hour minimum notice required for:
  + Water shut-down or supply interruption.
* 24-hour minimum notice required for each of the following:
  + Water tap 2 inches or smaller.
  + Water tap larger than 2 inches and up to 12 inches.
  + Water main fill and flush.
  + Water main disinfection and hydrostatic testing.
  + Other water distribution related services.

1. For any excavation within 6 feet of a marked 16 inch or larger water main the contractor is required to schedule stand-by Water Division personnel for that work. Coordinate with the Water Inspector assigned to the project or contact Water Engineering to schedule with 24-hour minimum notice.
2. For directional drilling crossings or installations within 6 feet of a marked 16 inch or larger water mains the contractor is required to locate and expose (pothole or vac excavate) the water main and Water Division personnel are to be on site during that work. Coordinate with the Water Inspector assigned to the project or contact Water Engineering to schedule with 24-hour minimum notice.
3. Contractor is responsible to flush and bleed air from any water service line that is damaged, replaced, or reconnected. If the service line is exposed, the contractor is to record the address, diameter, and material of the exposed portion on each side of the curb stop and report it to Water Division.
4. No monetary or time compensation will be made to accommodate customers by scheduling after-hours water service interruptions.

**EROSION CONTROL NOTES *(C Sheet)***

1. The City of Cedar Rapids has obtained an NPDES General Permit No.2 for this project. To satisfy the requirements of the NPDES Permit, the Contractor shall furnish, install and maintain the temporary erosion and sediment control systems. Contractor shall also prepare, provide, and maintain a Stormwater Pollution Prevention Plan per SUDAS 9040 *if a pay item   
   OR*furnish and maintain erosion control and water quality systems per the plan SWPPP.
2. Contractor and all subcontractors working on the site shall sign the permit as co-permitees prior to conducting any land disturbance activity on the site.
3. Contractor is responsible for the protection and maintenance of all existing and constructed drainage channels and drainage structures. Contractor is liable for all damage to public or private property caused by their action or inaction in the handling of storm water flows during construction. Extra grading work necessary to maintain positive drainage within the construction limits is considered incidental to construction or related bid items.

**TRAFFIC CONTROL NOTES *(J Sheet)***

1. Major stages of construction are shown in the Staging and Traffic Control Plan. Changes to the staging plan must be approved by the Engineer. The Contractor is responsible for providing detailed traffic control plans to the Engineer for all stages of work. Written notice shall be provided to the Engineer at least 48 hours in advance of roadway closures and stage transitions.
2. Traffic Control shall be in accordance with SUDAS Section 8030 – Temporary Traffic Control.
3. All permanent pavement markings and signing shall be installed prior to opening roadways to traffic, unless otherwise noted.
4. Removal of existing pavement markings in conflict with temporary traffic control features or new pavement markings shall be by a method approved by the Engineer*.*

*Project specific note. This note shall be included on projects on collectors and arterials when static or dynamic message signs are to be used.*

1. Place portable dynamic message signs OR static message signs at locations noted a minimum of five (5) days in advance of commencement of work.

Message: “ specify message”

For dynamic signs, specify messages for stages.

For static signs, specify message and size of signs.

*Project specific note.*

1. Install “Paving for Progress” signs at the project limits – Sta. \*\*\* and Sta. \*\*\*. Signs will be furnished by the City of Cedar Rapids. Coordinate with the Traffic Engineering Division at 319-286-5802 for sign placement. The City will remove the signs at the completion of the project. ***If applicable, add to item reference note for traffic control or temporary traffic control***
2. ***Project specific – If signals are involved add note.***

Changes to traffic signal timings may be necessary for various staging and traffic control plans. Contact Traffic Engineering at least one week in advance of staging changes. Signal timing changes must be made by the Traffic Engineering Department.