



## Public Works Department

8602 Rosemary St, Commerce City, CO 80022

Tel: 303-289-8150 | c3gov.com

### Pre-Construction Agenda

This agenda outlines important requirements, scheduling, and compliance standards for all work performed in the public right-of-way (ROW). Adherence to these items is mandatory to ensure project success and avoid fines or stop-work orders.

#### I. Administrative and Scheduling Requirements

- **Inspections:** All inspections must be scheduled at least 24 hours in advance via the Etrackit system.
- **Inspector Overtime Requests:** Requests for city inspector overtime and associated payments must be made 48 hours in advance.
- **Extensions:** Extensions for project deadlines are reviewed by Public Works on a case-by-case basis and only approved due to inclement weather or other extenuating circumstances. To discuss a potential extension request, please call 303-289-8150 and ask to speak with your assigned inspector or the Project Inspector. Unapproved circumstances for extension may incur fees based on the street type and Directory of Fees.

#### II. Work Hours and Public Notification

##### Work Hours

- **Arterial/Collector Roadways (Mon - Fri):** Night work is required between **7:00 pm and 5:00 am**.
  - *Exception near residential areas: 9:00 am – 2:00 pm.*
  - *Weekends: 7:00 am – 5:00 pm (subject to change).*
- **Residential Areas: 8:30 am – 4:00 pm.**

##### Public Notification

- **Variable Message Boards:** Required 48-72 hours in advance of work to inform motorists and must remain for the duration of the work.
- **Residential Door Tags:** Notifications must be distributed to residents 72 hours in advance of work beginning.
- **No Parking Signs:** Must be placed 24 hours in advance of work.
- **Work occurring near a school is subject to seasonal (summer) and weekend work.**

#### III. Material and Installation Specifications

##### Concrete Requirements

All concrete used must adhere to the following specifications:

- **Mix Specifications:** Required 4500 PSI, 5-8% air entrainment, and 4" maximum slump.
- **Testing:** All concrete needs to be tested; 3-party testing is required to confirm slump and air entrainment.
- **Placement Temperature:** Outside temperature must be **35 degrees and rising** to pour concrete.
- **Joints and Dowels:**
  - Expansion joint material is required at the back of the curb and in front and back of the sidewalk for driveway installations.
  - An expansion joint is required in the sidewalk every 150 LF.
  - 18" epoxy-coated dowels #4 rebar (green bar) are needed for all cold joints.

Structure	Dowel Quantity	Placement Details
Curb and Gutter	3	Two in the pan, one in the head; length 9" in and 9" out
Sidewalk	3	Two placed 6" in from the edge of the stone, one in the center of the stone

- **Handicap Ramps:** Require cast iron truncated domes and must be ADA-compliant.

#### Asphalt Requirements

- **T-Patching:** Required when restoring asphalt (saw cut the asphalt 2' beyond the limits of damage and mill down 2 3/4").
- **Compaction Testing:** 3-party testing is required for asphalt compaction.
- **Placement Temperature:** Required temperature to place asphalt can vary between 40 and 60 degrees. **Coordinate with your assigned inspector and receive their approval to proceed.**

#### IV. Safety and Compliance (Penalties)

- **Road Plates:** Due to the Colorado snow season, contractors are **not permitted to use metal plating in the ROW from October through May each year.**
- **Fines/Stop-Work Orders:** A **\$500 fine** will be issued, and a stop-work order will be put in place if any of the following occur:
  - Traffic control is found to be unsafe or non-MUTCD compliant.
  - Work is occurring without a valid ROW permit.
  - Road plates are being utilized between October and May.
- Flow fill should be used to backfill utility excavations and left to cure for 24 hours before performing asphalt patch back. Flash fill can be utilized if quicker cure time is required. A lower PSI product should be used to allow future excavations.