MINUTES
INFRASTRUCTURE REVIEW ADVISORY BOARD
Water Purification Plant
November 7, 2012 8:30 a.m.

Members and Alternates Present
Chad Huwe, Jeff Schmitt, Preston Mettler, Myron Adam, Tim Galbraith, Mark Vellinga

Members and Alternates Absent
Mark Cotter, Mike Cooper, Steve VanBuskirk, Matt Carlson, Scott Hofer, Phil Gundvaldson, Bill Kemmis, Mark Anderson

Others Present
Rick Laughlin, Kurt Peppel, Tanya Miller, Mike Kuno, Jeff DesLauriers, David Loveland, Todd Anawski, Eric Willadsen, Wes Philips, Steph Hammel, Jeff Boldt, Cynthia Monnin, Clayton Jamison, Heath Hoftiezer, Nick Ritter

Approval of Meeting Minutes
A motion was made by Jeff Schmitt to approve the July 18, August 1, and August 22, 2012 meeting minutes; the motion was seconded by Myron Adam. Roll call: Yeses- Huwe, Schmitt, Mettler, Adam, Galbraith, Vellinga. Noes, none. Motion passed 6-0.

Business
a. Minimum Testing Requirements for Public Improvements
Chad Huwe, City of Sioux Falls, led the discussion.

- Title has been changed to *Minimum Testing Requirements for Public Improvements*.
- Section 1: The following language was added: *Only City approved engineers and testing companies will be allowed.*
- Section 7: The first sentence was revised and now reads: *The City of Sioux Falls will pay for City-required tests.*
- Section 9: The first sentence was revised and now reads: *The City Engineer and/or the testing company shall be given sufficient notice when there is a need for a test.*
- The following sentence was added to the Additional Subgrade, Utility Trench, and Granular Material Requirements: *A representative from City Engineering will complete this inspection.*

Chad requested approval of the revised policy. Upon approval, the policy letter will be signed, dated, and placed on Engineering's webpage.

Question: What happens if an asphalt test fails?
Response: On a Capital project, a price adjustment is calculated and is subtracted from the asphalt unit price. City staff commented there hasn't been a price adjustment that amounted in a total adjustment of more than $5,000 to their knowledge.

Question: What happens if an asphalt test fails in a subdivision?
Response: The City usually receives asphalt test results within 5 days of the test. If the test(s) fails, the City will notify the developer within 5 days and a resolution will be discussed.

Schmitt made a motion to approve for policy as presented; the motion was seconded by Adam. Roll Call: Yeses- Huwe, Schmitt, Mettler, Adam, Galbraith, Vellinga-6. Noes, none. Motion passed 6-0.

b. Street Cuts and Arterial Street Lane Closures

Wes Philips, City of Sioux Falls, led the discussion regarding two issues: Street cuts by private utility companies and lane closures on arterial streets during peak traffic times. There have been several instances when a utility company has not complied with their permit requirements and there has been minimal communication and coordination with City staff. The result has been unnecessary traffic disruptions and damage to City streets. Wes discussed the following guidelines regarding street cuts:

Concrete Streets

- Concrete less than 5 years old: replace the full panel.
- Concrete 5-10 years old: In the wheel path, replace the full panel; Outside wheel path, core hole with epoxy repair.
- Concrete greater than 10 years old: In the wheel path, partial panel replacement; Outside wheel path, core hole with epoxy repair.
- These are general guidelines. The required repair will be determined by City staff.

Asphalt Streets:

- Asphalt less than 5 years old: core hole allowed.
- Asphalt greater than 5 years old: 18-inch minimum street cut allowed.
- Based on the extent of the street cuts, a surface treatment or mill and overly may be required.
- These are general guidelines. The required repair will be determined by City staff.

Pedestrian Curb Ramps:

- The Americans with Disabilities Act (ADA) of 1990 is a federal regulation.
- It is continually being updated and reinterpreted.
- In general, if you are working in a curb ramp, the entire ramp must be upgraded with utility work.
- The City's ADA Accessibility Review Board is available to give feedback on ADA compliance issues.

Heath Hoftiezer, City of Sioux Falls, let the discussion regarding lane closures. Recently, there have been instances when lanes of arterial streets have been closed during peak traffic times without the proper permission and/or traffic control. This has caused significant traffic delays and is unsafe for both the traveling public and the workers. Traffic control standards are required by the *Manual on Uniform Traffic Control Devices* (MUTCD), which is a document issued by the Federal Highway Administration. Per City ordinance, the City of Sioux Falls' traffic control signs, signals, markings, and other devices shall conform to the MUTCD. Effective October 16, OSHA had a rulemaking on inspection and citation guidance for roadway and highway construction work zones. Engineering is evaluating ordinance changes regarding arterial street lane closures. Possible changes include requiring a permit for arterial and collector street lane closures and time restrictions.

Typical operations impacted by ordinance changes:

- Normal utility maintenance work
- Garbage collection
- Package deliveries
- Tree trimming
- Landscaping
- Delivering of construction materials

Heath stated the City wants to form a subcommittee to study the issue. Adam volunteered to be on the subcommittee. If interested, please contact City Engineering. Along with potential ordinance changes, the subcommittee would decide how emergency situations would be handled.

Question: Does the City still inspect private utility work to verify the streets, sidewalk, and landscaping is properly restored? Chad stated that Engineering no longer has an inspector for the private utility work. However, Engineering is evaluating a new position in the 2014 budget that would provide this.

c. Right of Way (ROW) Landscaping, Encroachments, and Mailboxes

Shannon VerHey, City of Sioux Falls, led the discussion. The Engineering Division is looking at ordinance revisions to address these topics. The current ordinance states the ROW must be landscaped with grass and that rock is prohibited. Landscaping options being considered include rock, concrete, and pavers.

Shannon stated the ROW is for streets, sidewalks, and public utilities. A State law exists that prohibits encroachments in the ROW, but there is not a City ordinance addressing this. Objects placed in the ROW a breakaway-support in case they are struck.

Several properties have brick mailboxes or other types that do not meet design guidelines. Should mailboxes be allowed in the ROW if they do not have a break away support? Design guidelines suggest a 2-feet clear zone behind the curb and gutter. Currently, if the City damages a brick mailbox during snow removal activities, it replaces the brick mailbox ($2,500). In some communities, letters are sent to property owners who have mailboxes that are not installed in accordance with standards. They are put on notice that they will not be reimbursed if their mailbox is damaged during snow removal activities. If they have a brick mailbox installed correctly and it is damaged during snow removal activities, they are reimbursed an amount equivalent to a post and mailbox, not the amount to replace the brick mailbox.

Shannon stated the City wants to form a subcommittee to study the issue. If interested, please contact City Engineering. The subcommittee will meet in December or after the first of the year.

d. Update on the Subdivision Construction Agreement (SCA)

Chad Huwe, City of Sioux Falls, presented the SCA to the City Council's Public Services Committee on October 9, 2012. They recommended it be presented to the Planning Commission on November 7, 2012 at 6:00 p.m. If the Planning Commission approves the SCE, the plan is to present it to the City Council in December.

Adjournment

The next IRAB meeting is set for December 5, 2012, at 8:30 a.m., at the Water Purification Plant. A motion was made by Jeff Schmitt for adjournment at 10:05 a.m.; the motion was seconded by Preston Mettler. Roll call: Yeses- Huwe, Schmitt, Mettler, Adam, Galbriath, Vellinga-6. Noes, none.

Amanda Mullinix
Secretary

Chad J Huwe

Chad Huwe
City Engineer

ENGINEERING DIVISION
POLICY LETTER

Policy Number: 2012-01

Title: ~~Public Improvements~~ Minimum Testing Requirements for Public Improvements

Purpose: This policy shall establish uniform testing guidelines for all public improvements installed under the supervision of the City of Sioux Falls (CIP projects, developments, etc.). This policy shall replace the previously established Minimum Testing Requirements dated February 15, 2008.

Effective Date: ~~August 1, 2012~~

Expiration Date: N.A.

Policy Division: Construction Administration

Supersedes Policy Numbers or New Policy: New

Recommended:

Joshua Peterson, Principal Engineer

On: _____

Approved:

Chad Huwe, City Engineer

On: _____

PUBLIC IMPROVEMENTS MINIMUM TESTING POLICY

This policy shall establish uniform testing guidelines for all public improvements installed under the supervision of the City of Sioux Falls. This policy shall replace the previously established Minimum Testing Requirements dated February 15, 2008.

The City Engineering Division's policy on test procedures and requirements for all public improvements shall be as follows:

1. Testing performed by a private engineer or a private testing company for the City Engineer shall be done under the supervision of a registered professional engineer and certified by the same. Only City approved engineers and testing companies will be allowed. Field testing done by the inspector need not be certified but shall be done under the supervision of the registered professional engineer in charge of inspection.
2. The City Engineer and the testing company shall work together to determine the expected number of tests prior to construction. The testing company may make recommendations on increasing or decreasing the testing frequency based on expected conditions and test results. The City Engineer shall determine whether a change in frequency is warranted as allowed by these requirements and may, at any time, order additional testing above and beyond the minimum required. Additional testing shall be performed as detailed in these requirements. The City Engineer also reserves the right to reduce or eliminate testing if it is determined to be in the best interest of the City.
3. Results of all field tests shall be recorded on a test report. Copies of all tests reports shall be submitted electronically in PDF format to the City Engineer for City records. The following information shall be included on each test report as applicable:
    a. Project/Subdivision name, phase, project number, CIP number, and prime contractor/developer.
    b. Date and time of sample.
    c. Date and time of test.
    d. Name of person performing the test and signature.
    e. Description of test performed.
    f. Street name, station, offset, depth, lift, etc. of the test or sample location.
    g. Test results along with the materials specifications.
    h. Summary statement stating whether test passed or failed. For a failing test, the failure should be highlighted.
4. Tests shall be performed as detailed in the current version of the South Dakota Department of Transportation's Materials Manual which is available on the SDDOT's website or the current ASTM standards. The City encourages all testers to become certified under the SDDOT's Materials Testing and Inspection Certification Program.
5. The contractor/developer and supplier are encouraged to perform testing as needed to monitor their own quality control. However, this testing will not be used in determining acceptance of the installed material. If this testing will be destructive to the final product, such as coring asphalt pavement, approval must be obtained from the City Engineer prior to testing.

6. Failing tests need to be reported in a timely fashion to facilitate corrective action. The tester shall notify the City Engineer verbally of the failure immediately, with documentation to follow as soon as possible. As applicable, the City Engineer shall notify the developer, contractor, inspector, and project manager.

7. The City of Sioux Falls will pay for ~~the first test and~~ all ~~c~~City ~~-~~required ~~ordered~~ tests. Corrective action tests required due to failing materials shall be the responsibility of the contractor/developer.

8. The City Engineer shall verify that all materials used meet City specifications and requirements. Material tickets for each load shall be available for inspection and collection. The tickets shall clearly define the materials being supplied and if applicable, the mix proportions.

9. The City Engineer and/or the testing company shall be given sufficient notice when there is a need for a test. ~~notified the day before a test is needed.~~ Notification of less than 24 hours may result in a testing delay. The developer, contractor, and supplier understand that certain tests take longer than others and the need for extended planning. Tests such as standard density and optimum moisture determination may take several days to complete.

10. The following is an outline of the minimum testing requirements, as well as special conditions:

	Capital Improvement Projects	**Subdivisions**
Asphalt Paving	Density tests shall be performed at the frequency of 1 per 900 lane feet per lift. Density tests shall be performed using the cut out (core) or nuclear gauge method. The nuclear gauge method shall only be used for acceptance testing if it is calibrated with cores as detailed in the Materials Manual. A standard density (Rice) test shall be performed once per project and when there is a change in the mix.	Density tests shall be performed at the frequency of 1 per 900 lane feet per lift but no less than 2 per day. Density tests shall be performed using the cut out (core) or nuclear gauge method. The nuclear gauge method shall only be used for acceptance testing if it is calibrated with cores as detailed in the Materials Manual. A standard density (Rice) test shall be performed once per subdivision and when there is a change in the mix.
PCC Streets	An air content test shall be performed on the first truck. An air test, slump test, and at least four concrete cylinders (1 for an early break, 2 for 28 day breaks, and one backup) shall be made for every 150 cubic yards of pouring.	
Sidewalks, Curb & Gutter, Fillets, Valley Gutters, Inlets and Other Miscellaneous Concrete	An air test, slump test, and a strength test shall be performed for every 100 cubic yards of pouring. Additional strength tests should be run when needed to determine when concrete is ready to carry traffic.	An air test, slump test, and a strength test shall be performed for every 100 cubic yards of pouring but no less than 1 each per day. Additional strength tests should be run when needed to determine when concrete is ready to carry traffic.
Structural Concrete	Air tests, slump tests, and strength tests shall be run at the frequency specified by the current version of the SDDOT Materials Manual in the Minimum Sampling and Testing Requirements section.	

Subgrade	Soil density and moisture content tests shall be performed on all pavement subgrade and roadway fills a minimum of one (1) per city block or every 600 feet, whichever is less, per four (4) feet of depth. A minimum of one (1) standard density and optimum moisture determination shall be made for each project/subdivision and one (1) additional test for each change in the soil type.
Utility Trenches	A minimum of one density test and moisture content shall be made for every 500 lineal feet of trench per four (4) feet of depth. A minimum of one (1) standard density and optimum moisture determination shall be made for each project/subdivision and one (1) additional test for each change in the backfill.
Base Course, Select Granular Backfill, Aggregates, and other Granular Materials	A minimum of one (1) gradation shall be run per project/subdivision per type of material. Density tests shall be run on base course for roadways a minimum of one (1) per city block or every 600 feet, whichever is less.
Additional Subgrade, Utility Trench, and Granular Material Requirements	In addition to the moisture and density test requirements, the contractor shall be responsible for providing a firm and unyielding surface. This requirement shall be checked by proof rolling the subgrade, trenches and granular materials using a fully loaded tandem axle truck or other equipment as approved by the City Engineer. A representative from City Engineering will complete this inspection.