





# EXTERNAL ORGANIZATION'S REQUIREMENTS







- [a](#) – Legend for Fire Dept. Review of Hydrant Locations
- [b](#) – Highway Opening Permit Application (GPIS)
- [c](#) – ADA Handicap Ramp Design Guidance
- [d](#) – Highway Opening Guidelines
- [e](#) – PennDOT Highway Occupancy Permit
- [f](#) – Police Support for Utility Construction
- [g](#) - Philadelphia Gas Works (PGW) Agreement
- [h](#) - Roadway Grading Plan Procedure
- [i](#) – PennDOT Pre-EPS Submittal Form and Instructions





## FIRE HYDRANT LEGEND

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-  INDICATES HYDRANT TO BE INSTALLED
-  INDICATES HYDRANT TO REMAIN
-  INDICATES HYDRANT TO BE REMOVED AND REPLACED





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


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


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## Appendix IVb – Highway Opening Permit Application (GPIS)

The process for attaining Approvals for Utility Street Openings Guaranteed Paving Information System (GPIS) **is being updated. Please check with the PWD Project Engineer for updates before completing the forms on the GPIS web application.**



**PHILADELPHIA STREETS DEPARTMENT  
ADA CURB RAMP DESIGN/ CONSTRUCTION APPROVAL SUBMISSION REQUIREMENTS  
(01/25/2018)**

## **CURB RAMP DESIGN APPROVAL**

The design submission shall include following documents (See section II of ADA Reference Guide for more details):

- A Cover/Transmittal Letter including brief description of the project and contact information of designer/contractor/owner.
- Curb Ramp Summary sheet, listing intersections, ramp ID, TIF information etc.
- Curb Ramp Plans, signed by the contractor's design Engineer (11" X 17" size).
- PennDOT's (District-6) CS-4401 forms (**03-2014 version, excel file**)
- Applicable Technically Infeasible Forms (when design does not meet RC-67M guidelines)

**Case 1: For Ramps NOT crossing a State Route & Project is NOT funded by Federal/State Government**

Above documents shall be submitted in **1 CD + 1 Hard (color) copy in a 3 ring binder** to:

Ankitkumar Patel, ADA Coordinator, Streets Department – City of Philadelphia

940 Municipal Services Building, 1401 JFK Blvd, Philadelphia, PA 19102

(Contact: Office: 215 686 5511, Cell: 267-593-5522, Email: [ankitkumar.patel@phila.gov](mailto:ankitkumar.patel@phila.gov))

**Case 2: For Ramps crossing a State Route**

Above documents shall be submitted in **1 CD + 1 Hard (color) copy in a 3 ring binder** to:

Ankitkumar Patel, ADA Coordinator, Streets Department – City of Philadelphia

940 Municipal Services Building, 1401 JFK Blvd, Philadelphia, PA 19102

(Contact: Office: 215 686 5511, Cell: 267-593-5522, Email: [ankitkumar.patel@phila.gov](mailto:ankitkumar.patel@phila.gov))

**AND**

If the project is funded by Federal/State Government:	If the project is NOT funded by Federal/State Government:
<p>Above documents shall be submitted in <b>3 Hard (color) copies in 3 ring binders</b> to:</p> <p>Francis Hanney, Traffic Manager &amp; ADA Coordinator, District 6 4th Floor, 7000 Geerdes Blvd., King of Prussia, PA 19406-1525 Contact Ph: 610 205 6560 Email: <a href="mailto:fhanney@pa.gov">fhanney@pa.gov</a></p>	<p>Above documents shall be submitted in <b><u>EPS System</u></b></p> <p>(To get access to the online EPS system, an applicant must become a business partner. To become a business partner contact Matthew Miele, District Permit Manager at 610-205-6795 or the District 6-0 EPS Help desk, Mr. John Porrini at 610-205-6703)</p>
<p>(Please refer PennDOT's ADA Reference Guide for more details on PennDOT's requirements)</p>	

## **FIELD CHANGE APPROVAL**

During construction if any ramp does not meet approved design and exceeds RC-67M standards due to unforeseen site constraints, the same shall be brought to the notice of the City & State to obtain revised approval (For details, see PennDOT's Field Change Process)

## **CONSTRUCTED (AS BUILT) CURB RAMP ACCEPTANCE**

**Please note that an As-built submission is required within 30 days of curb ramp construction.**

**The As-built submission shall include following documents:**

- A Cover/Transmittal Letter including ADA Log number of the project and contact information of designer/contractor/owner.
- Curb Ramp Summary sheet, listing intersections, ramp ID, TIF information etc.
- PennDOT's CS 4401 forms (latest Statewide Inspection form). (Ensure that the first & last name along with company name of both the Investigator 1 (contractor) and Investigator 2 (engineer) are indicated in the inspection form, A minimum of three pictures inserted in along with copies of approved TIF).

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### **Case 1: For Ramps NOT crossing a State Route & Project is NOT funded by Federal/State Government**

Above documents shall be submitted in **1 CD + 1 Hard (color) copy in a 3 ring binder** to:

Ankitkumar Patel, ADA Coordinator, Streets Department – City of Philadelphia

940 Municipal Services Building, 1401 JFK Blvd, Philadelphia, PA 19102

(Contact: **Office:** 215 686 5511, **Cell:** 267-593-5522, Email: [ankitkumar.patel@phila.gov](mailto:ankitkumar.patel@phila.gov))

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### **Case 2: For Ramps crossing a State Route**

Above documents shall be submitted in **1 CD + 1 Hard (color) copy in a 3 ring binder** to:

Ankitkumar Patel, ADA Coordinator, Streets Department – City of Philadelphia

940 Municipal Services Building, 1401 JFK Blvd, Philadelphia, PA 19102

(Contact: **Office:** 215 686 5511, **Cell:** 267-593-5522, Email: [ankitkumar.patel@phila.gov](mailto:ankitkumar.patel@phila.gov))

**AND**

<b>If the project is funded by Federal/State Government:</b>	<b>If the project is NOT funded by Federal/State Government:</b>
Above documents shall be submitted in <b><u>A CD with as-built forms in Excel format</u></b> to: Bernard B. McGowen, ADA Construction Coordinator, Penn DOT-District 6-0, 7000 Geerdes Blvd, King of Prussia, PA 19406 Phone:6102056718, email: <a href="mailto:bmcgowen@pa.gov">bmcgowen@pa.gov</a>	Above documents shall be submitted in <b><u>1 Hard (color) copy in 3 ring binders + 1 CD</u></b> to: Calene Maroski Philadelphia County Permits Supervisor 1901 Ruffner Street, Philadelphia, PA 19140 Cell: 610.248.2732 Phone: 215.225.1415   Fax: 215.560.6668 Email: <a href="mailto:camaroski@pa.gov">camaroski@pa.gov</a>
<b>(Please refer PennDOT's ADA Reference Guide for more details on PennDOT's requirements)</b>	



## **The Philadelphia Streets Department**

### **Regulations Governing Street Openings, Excavations and Restoration**

#### **Section 1. Authority.**

These Regulations are promulgated pursuant to Section 5-501 of The Philadelphia Home Rule Charter, which provides as follows:

“Street Openings and Excavations. The Department of Streets shall determine the location, time, method and manner of making any opening or excavation in any City street, of installing any underground street structure, and of any repaving required because of such openings, excavations or installations.”

#### **Section 2. Definitions.**

(1) In these Regulations, the following definitions shall apply.

(a) Applicant: The person or agency submitting an application for any permit addressed by these Regulations, and agreeing to the requirements herein;

(b) Commissioner: The Streets Commissioner and designees, as set forth in Philadelphia Code, section 11-701(1)(k);

(c) Developer: A private party for whom multiple Applicants or Permittees may be contracted to perform work within the Right-of-Way, as part of a larger development resulting in private paving work.

(d) Emergency or Emergency Condition: A condition that, in the judgment of the Commissioner constitutes an imminent risk to the health, welfare, or safety of the public, or has caused or is likely to cause Facilities already installed to be unusable and result in loss of the services provided through the Facilities, as set forth in Philadelphia Code, section 11-701(1)(n);

(e) Facility: Conduit, pipes, cables, wires, lines, towers, optic fiber, antennae, poles, associated equipment and appurtenances, and any other facilities (exclusive of water and sewer pipes in plumber's ditches and end user devices) located in the Right-of-Way and designed, constructed, and/or used, by Telecommunications Providers, Cable Service and Open Video System Service providers, Information Service Providers, Public Utilities, or other persons for transmitting, transporting, or distributing communications, telecommunications, electricity, natural gas or manufactured gas, oil, gasoline, steam, water, waste water, or any other form of energy, signal or substance, as set forth in Philadelphia Code section 11-701(1)(p);

(f) **Guaranteed Pavement Information System (“GPIS”):** The online permitting system developed for and used by the Streets Department in connection with the Department’s street opening permit process. Through GPIS, information is also exchanged between Facility owners and the City relating to construction, projects and events which may affect City Rights-Of-Way. One of the goals of GPIS is to better coordinate potential construction or other projects in the City Rights-Of-Way with the City’s street repaving/resurfacing program, special events within the City and other activities affecting City streets;

(g) **Historic Street:** Any Roadway Block listed on the Philadelphia Historic Street Paving Thematic District Inventory, as may be updated from time to time by the Department.

(h) **Municipal Radio:** The Communications division of the City of Philadelphia’s Office of Innovation and Technology (“OIT”). Municipal Radio operators provide communications between City agencies on a round the clock basis. They receive calls and dispatch to other agencies per City protocol for emergency situations. Municipal Radio is also known as the “City Dispatch” or “Unified Dispatch;”

(i) **New Facility in an Existing Location:** Work involving the installation of a new Facility on top of, underneath, or alongside an existing Facility where the existing Facility is not being abandoned and physically removed. The new Facility will increase the total footage for purposes of calculating the Facility owner’s Right-of-Way related fees. This type of project is entered into GPIS as a “Tier I or Tier II” project as defined in these Regulations;

(j) **Permittee:** The person or agency to whom the permit has been issued;

(k) **Private Paving:** All work by any private entity within the public Right-of-Way that results in the restoration or construction of any curb, sidewalk, roadway pavements, and associated Facilities and Structures as may be permitted within the public Right-of-Way by City Code, or act of City Council;

(l) **Right-of-Way:** The surface of and space above and below any real property in the City in which the City has a regulatory interest, or interest as a trustee for the public, as more specifically defined in the Philadelphia Code section 11-701(1)(dd);

(m) **Right-of-Way Unit:** The Philadelphia Streets Department unit responsible for regulation of the Right-of-Way and compliance with the requirements of Chapter 11-700 of the Philadelphia Code.

(n) **Roadway Block:** That area of the roadway between a street’s curb lines, and bounded at either end of the block by the intersecting street’s center line, as defined by the Street Department’s GIS Centerline data.

(o) Same Size in the Same Location: Work involving the replacement of an existing Facility with a new Facility that is substantially identical in size and shape to the original Facility;

(p) Service Connection: The type of work involving a Facility that will be installed starting from an existing Facility (through a main, duct, manhole, pole, etc.) and will end at a customer service connection;

(q) Streets Department or Department: The City of Philadelphia, Streets Department, a City Department responsible for the construction, maintenance, lighting and sanitation of the streets.

(r) Street Occupancy Permit: A permit issued by the Streets Department to a contractor or agency, authorizing the temporary (partial or full) closure of the Right-of-Way, including the roadway and/or footway, for the temporary placement of equipment necessary to perform work. These permits are also commonly known as “Street Closure” or “Lane Closure” permits;

(s) Streets Opening Permit: The permit required by the Philadelphia Code and/or Streets Department Regulations and issued by the Streets Department to open or excavate within the City Right-Of-Way;

(t) Structure: Utility maintenance hole covers (manholes), castings, vaults and other infrastructure breaking the surface of any portion of the Right-of-Way including their underground supports and foundation.

(u) Substantial Improvement: Reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement.

(v) Water Department: The Philadelphia Water Department, a City Department responsible for producing safe drinking water and protecting the region’s water resources by collecting and treating wastewater and storm water.

### **Section 3. Permit Required.**

(1) Possession. Persons in charge of construction work on the streets must have in their possession, at all times while so engaged, a permit authorizing the work and issued by the Department.

(2) Violation of Regulations. Failure at any time to fully and faithfully comply with these Regulations, and such further regulations as the Department may from time to time promulgate, or to pay promptly such expenses as herein authorized, shall immediately operate as a forfeiture of permits issued, and debar the Permittee from receiving any further permits until released by action of the Department. If any work or precaution necessary to protect the public in



(3) the use of the streets is omitted or imperfectly performed by the Permittee, then the Department shall serve a formal notice on the responsible Permittee, and immediately cause the necessary corrective work to be performed at the expense of the Permittee.

(4) Repeated Violations. The Department, at its sole discretion, may refuse to issue permits to any Applicant who has been found by the Department to have committed repeated violations of these Regulations;

(5) Period of Validity of Permit. Permits shall be valid for a period of twelve (12) months from the date of issuance by the Department, unless a shorter period is indicated on the permit. If no work is performed under the permit during this period, the permit will be void at the expiration of the twelve-month period. At the expiration of twelve months from the date of issuance of an original permit, Applicants may submit a new application for a permit, subject to the approval of the Department and the payment of the associated Right-of-Way management fees.

#### **Section 4. Method of Making Application.**

(1) Application. Applicants seeking permission for the opening and structural occupancy of a street in the City of Philadelphia shall file with the Department:

(a) A written application indicating the full name and business address of the Applicant (registered owner of property of record), and a statement of the character and purpose of the proposed work.

(b) An electronic submittal showing the complete details of the proposed work and indicating the character and location of all adjacent existing Facilities and Structures.

(c) A summary of such other information as may be necessary to enable the Commissioner to reach a full and definite understanding of the entire situation.

(2) Alteration of Application. After the approval by the Department of an application and the issuance of the permit, the terms, conditions or intent of the application, and the accompanying drawings shall not thereafter be altered or departed from without the previously obtained consent of the Commissioner; except that in cases of Emergency the Department may authorize modifications when necessary.

(3) Prerequisites for the Issuance of a Permit. No permit will be issued until the Applicant has:

(a) Complied with the provisions of Chapter 11-700 of the Philadelphia Code granting the specific privilege.

(b) Agreed to comply with the Regulations of the Streets Department, as indicated herein.

## **Section 5. Street Opening and Street Occupancy Permits: Tier I.**

(1) Tier I. The following activities shall require Tier I Permits:

(a) Installation of any New Facility in a New Location where the total linear footage of excavation is less than sixty feet (60’);

(b) Installation of any New Facility in an Existing Location where the total linear footage of excavation is less than sixty feet (60’);

(c) Installation of any Service Connection perpendicular to the roadway, where the excavation required is less than sixty feet (60’);

(d) Installation of any Service Connection requiring an “L” shaped excavation, where one side is less than sixty linear feet (60’), the other side less than two-hundred fifty linear feet (250’);

(e) Replacement of an existing Service Connection of the Same Size in the Same Location, where the excavation is less than two-hundred fifty linear feet (250’); and

(f) Manhole or vault roof and casting repair and replacement where the extent of the work only includes repairing or replacing the roof. All other repairs except lid and frame replacement require Tier II applications.

(2) Application Process. Applicants for Tier I Permits must complete all requirements of this Section.

(3) PA One Call. Applicant must contact the PA One Call system requesting that any Facility owner that has Facilities in the proposed location provide information with regard to the location of existing Facilities. In accordance with PA Act 287 as amended, a responding Facility owner must “initially respond not more than ten working days after receipt of a request from a designer who identifies the site of excavation or demolition work for which he is preparing a drawing.”

(a) PA One Call requirements should be started during the project design stage, but no later than the construction stage.

(4) GPIS. The Applicant must enter the project into GPIS for review by the Streets Department Traffic, Street Lighting, Public Property/Capital Projects and Right-of-Way Divisions. Where work is to be conducted in a Historic Street or State Route, the Historic Commission or PennDOT respectively will review.

(a) The Applicant must submit the following documents via email to GPIS.Apps@phila.gov for review:

- (i) a drawing containing the information required by PA One Call
- (ii) utility clearance transmittal
- (iii) PA One Call response ticket

(b) If necessary, the Applicant may also mail the required documents to the following:

- (i) Streets Department – Right-of-Way Unit (2 copies)
- (ii) Streets Department – Traffic Division
- (iii) Streets Department – Street Lighting Division
- (iv) Public Property – Capital Projects Division
- (v) Historical Commission (if required)
- (vi) PennDOT (if required)
- (vii) Water Department (if required)

(c) For work on Historic Streets, the City of Philadelphia, Historical Commission will review the location and respond with instructions directly to GPIS. The purpose is to ensure that the roadway and/or footway are restored with in-kind materials. The Historical Commission representative can be contacted at 215-686-7660.

(d) For work on State Routes within the roadway from curb line to curb line, PennDOT will review the location and respond directly to GPIS. This will serve as a clearance from PennDOT regarding resurfacing, reconstruction or other street maintenance on the state system of roadways. The local PennDOT representative can be contacted at 215-225-1415.

(e) For work on streets with porous pavement, the Water Department will review the location and respond with instructions directly to GPIS to ensure that the porous pavement is restored with appropriate materials and that work does not impair the functionality of the porous pavement system. The Water Department Water Records unit can be contacted at 215-685-6260.

(5) Required Tier I Representations. Prior to issuance of a Street Opening Permit, the Applicant shall affirm, by checking a box within GPIS, that the Applicant:

(a) has completed the PA One Call process to ensure utility clearance and resolution of any utility conflicts;

(b) has reviewed, and agrees to comply with all reasonable established industry standards, and all promulgated policies and regulations, governing the interaction between existing Facilities in the proposed location, and the new Facilities;

(c) has reviewed, and agrees to comply with all City of Philadelphia and PennDOT standards regarding the repaving and backfill of the street after excavation;

(d) agrees to comply with any and all state, federal, or national standards applicable to its company and construction and restoration relating to clearance/separation

- (e) between utility lines, pipes or other Facility;
  - (f) is currently compliant with the insurance requirements of section 11-701(2)(d)(.1) of the Philadelphia Code; and
  - (g) has affirmed the indemnification obligations to the City set forth in section 11-701(2)(d)(.2) of the Philadelphia Code;
- (6) Tier I Drawing Standards. The plans which must be submitted for a Tier I street opening permit must adhere to the following standards:
- (a) Must be clearly drawn but need not be prepared in Auto-CAD or drawn to scale;
  - (b) Other utilities' Facilities do not need to be shown;
  - (c) Must show dimension lines containing all information necessary for GPIS input, which is also the information required by PA One Call;
  - (d) Must show conduit or main size and depth (cover);
  - (e) Must use a different linetype or lineweight, clearly showing what is being proposed (start of work to end of work);
  - (f) Must show the existing Facility into which proposed work will connect;
  - (g) Must adequately show cover or depth either by:
    - (i) showing the existing Facility and proposed work in the cross-section; or
    - (ii) labeling the plan to show cover. The plan should clearly show where the cross-section is from. If depth changes when work is done, the application must be updated with a drawn cross-section showing new depth;
  - (h) Where service laterals are present, plan must show the address the lateral will be servicing;
  - (i) Must contain a title block with the following information:
    - (i) Utility Name;
    - (ii) GPIS Application Number;
    - (iii) PA One Call Number;
    - (iv) Project Name;
    - (v) Date;
    - (vi) Person who prepared the plan.

(j) Must contain a North arrow;

(k) Must show street names;

(l) If a duct-bank, the plan need not show how many sub-ducts are being occupied; it should however state generally the type and dimensions of the duct-bank, which typically is capable of holding how many sub-ducts.

(7) Street Occupancy Permit Applications. Applicants may submit any required Street Occupancy Permit application to the Right-of-Way Unit at the same time they submit a Street Opening Permit.

(8) Street Opening Permit Timeline. Under normal circumstances, the Right-of-Way Unit will review submissions within two (2) business days of receiving the Tier I Street Opening Permit application and will indicate whether the application is complete or if additional information is required.

(a) The Right-of-Way Unit will advise the Applicant if the application is incomplete or additional information is required by e-mail and/or by posting a comment in GPIS.

(b) If the application is complete, the Department expects to routinely grant or deny approval of the permit and plans within five (5) business days from the submission date.

(c) If additional information is required, the review time period will begin once the required information is received and the Department expects to routinely grant or deny approval of the permit and plans within five (5) business days from the date the required additional information is received.

(d) On resubmission, the Applicant shall notify the Right-of-Way Unit of resubmission of the required additional information.

(9) Committee of Highway Supervisors Approval. Tier I projects do not require Committee of Highway Supervisors approval.

## **Section 6. Street Opening and Street Occupancy Permits: Tier II.**

(1) Tier II. The following activities shall require Tier II Permits:

(a) Installation of any New Facility in a New Location where the total linear footage of excavation is more than sixty feet (60');

(b) Installation of any new Facility in an Existing location where the total linear footage of excavation is more than sixty feet (60');

(c) Installation of any Service Connection perpendicular to the roadway, where the excavation required is more than sixty feet (60');

(d) Installation of any Service Connection requiring an “L” shaped excavation, where one side is more than sixty linear feet (60’), or the other side more than two-hundred fifty linear feet (250’);

(e) Installation of any Service Connection of the Same Size in the Same Location, of more than two-hundred fifty feet (250’);

(f) Manhole or vault wall repair and replacement;

(g) Any activity not listed in a Tier I application category except:

(i) manhole lid and frame replacements, which require only a Street Occupancy Permit, not a Street Opening Permit;

(ii) service turn on/shut off; see Section 7 below;

(iii) emergencies; see Section 10 below.

(2) Application Process. Applicants for Tier II Permits must complete all the requirements of this Section.

(3) PA One Call. The Applicant must contact the PA One Call system as a designer, requesting that any Facility owner that has Facilities in the proposed location provide information with regard to the location of existing Facilities. In accordance with PA Act 287 as amended, a responding Facility owner must “initially respond not more than ten working days after receipt of a request from a designer who identifies the site of excavation or demolition work for which he is preparing a drawing.”

(4) GPIS. The Applicant must enter the project into GPIS for review by the Streets Department Traffic, Street Lighting, Public Property/Capital Projects and Right-of-Way Divisions.

(a) The Applicant must submit the following documents via email to GPIS.Apps@phila.gov for review:

(i) a drawing containing the information required by PA One Call,

(ii) utility clearance transmittal,

(iii) PA One Call response ticket

(b) If required, the Applicant may also mail the required documents to the following:

(i) Streets Department – Right-of-Way Unit (2 copies)

(ii) Streets Department – Traffic Division

(iii) Streets Department – Street Lighting Division

(iv) Public Property – Capital Projects Division

(v) Historical Commission (if required)

(vi) PennDOT (if required)

(vii) Water Department (if required)

(c) For work on Historic Streets, the City of Philadelphia, Historical Commission will review the location and respond directly to GPIS. The purpose is to ensure that the roadway and/or footway are restored with in-kind materials. The Historical Commission can be contacted at 215-686-7660.

(d) For work on State Routes within the roadway from curb line to curb line, PennDOT will review the location and respond directly to GPIS. This will serve as a clearance from PennDOT regarding resurfacing, reconstruction or other street maintenance on the state system of roadways. The local PennDOT representative can be contacted at 215-225-1415.

(e) For work on porous pavement streets, the Water Department will review the location and respond directly to GPIS. The purpose is to ensure that the porous pavement street is restored with appropriate materials and that the work does not impair the functionality of the porous pavement system. The Water Department Records unit can be contacted at 215-685-6270.

(5) Required Tier II Representations. Prior to issuance of any Street Opening Permit, the Applicant shall affirm, by checking a box within GPIS, that the Applicant:

(a) has completed the PA One Call process to ensure utility clearance and resolution of any utility conflicts;

(b) has reviewed and agrees to comply with all City of Philadelphia and PennDOT standards regarding the repaving and backfill of the street after excavation;

(c) agrees to comply with all state, federal, or national standards applicable to its company and construction and restoration relating to clearance/separation between utility lines, pipes or other Facility.

(d) is currently compliant with the insurance requirements of section 11-701(2)(d)(.1) of the Philadelphia Code; and

(e) affirms the indemnification obligations to the City set forth in section 11-701(2)(d)(.2) of the Philadelphia Code;

(6) Tier II Drawing Standards. The plans which must be submitted for a Tier II Street Opening Permit must adhere to the following standards:

(a) Must be clearly drawn and to scale;

(b) Must show dimension lines containing all information that is necessary for GPIS input, which is the same information required by PA One Call;

(c) Must show all existing Structures and Facilities that either cross or are within five feet (5') of the proposed work;

(d) Must use a different linetype or lineweight, clearly showing what is being proposed (start of work to end of work);

(e) Must contain a legend showing linetypes and what they mean, unless using City Standards;

(f) Must include a cross-section showing existing Facilities, when crossing the Right-of-Way and when crossing intersection;

(g) Plan and section must show conduit or main size and depth (cover).

(h) If a duct-bank, the plan need not show how many sub-ducts are being occupied; it should however state generally the type and dimensions of the duct-bank, which typically is capable of holding how many sub-ducts.

(i) Must contain a title block with the following information:

- (i) Utility Name
- (ii) GPIS Application Number
- (iii) PA One Call Number
- (iv) Project Name
- (v) Date
- (vi) Person who prepared the plan

(j) Must contain a North arrow;

(k) Must show street names.

(7) Highway Occupancy Permit Applications. Applicants may submit any required Street Occupancy Permit application to the Right-of-Way Unit at the same time they submit a Street Opening Permit.

(8) Street Opening Permit Timeline. Under normal circumstances, the Right-of-Way Unit will review submissions within five (5) business days of receiving the Tier II Street Opening Permit application and will indicate whether the application is complete or if additional information is required.

(a) The Right-of-Way Unit will advise the Applicant if the application is incomplete or additional information is required by e-mail and/or by posting a comment in GPIS.

(b) If the application is complete, the Streets Department expects to routinely grant or deny approval of the permit and plans within twenty-five (25) business days from the submission date. If the application is complete, all Affected Facility Owners are also expected to routinely grant or deny approval of the plans within the same twenty-five (25) day period.



(c) If additional information is required, the review time period will begin once the required information is received and the Department expects to routinely grant or deny approval of the permit and plans within twenty-five (25) business days from the date the required additional information is received.

(d) On resubmission, the Applicant shall notify the Right-of-Way Unit of resubmission of the required additional information.

(e) Upon approval of the plans by all affected Facility owners, the Right-of-Way Unit shall approve the permit within forty-eight (48) hours (excluding weekends and legal holidays) of such approval.

## **Section 7. Street Excavations to Turn On/Shut Off Service.**

Self-Issuing Permits. An Applicant seeking to obtain a Street Opening Permit to turn on or shut off service shall select “Turn On/Shut Off” as the project type in GPIS and shall enter into GPIS the location and offset information for such project. Applicants may provide the PA One Call serial number (where available) for the project, but it is not required. Once this information is entered into GPIS, the Applicant will be able to self-issue a permit for that project by printing the permit itself from GPIS. No drawings or additional information is required. The information input into GPIS in connection with street excavations to turn on or shut off service shall be used only for the City’s record purposes, and shall not be used or included in determining the Facility owner’s Right-of-Way related fees.

## **Section 8. Street Occupancy Permit Procedure.**

(1) Street Occupancy Permit Application. A Facility owner (or its contractor) which needs to close traffic lanes for utility work shall complete an application for a Street Occupancy Permit for each location and fax the application to 215-686-5062.

(2) Timing. Applications should be submitted at least ten (10) days prior to the start of work.

(3) Dual Permit Applications. When a Street Occupancy Permit is sought in conjunction with a Street Opening Permit, Applicants may submit both applications to the Right-of-Way Unit simultaneously.

(a) All contractor identification information must be indicated on the application when submitting.

(b) The Right-of-Way Unit expects to grant or deny any Street Occupancy Permit application within ten (10) days after the date of complete submission.

(c) If granted, the Street Occupancy Permit will remain in the system as pending until the Street Opening Permit is issued at which point it will be issued as well.

(d) Once a Street Occupancy Permit has been issued, work must be initiated within ten (10) days of issuance of the permit or the permit will be revoked. A revoked Street Occupancy Permit may be reinstated for good cause upon request to the Streets Department.

(e) In the event an Applicant did not submit a Street Occupancy Permit application at the time it submitted its Street Opening Permit application, the Applicant shall send a copy of the Street Opening Permit with its application for the Street Occupancy Permit.

(4) Police Assistance. Requirements for police assistance in conjunction with a Street Occupancy Permit shall be at the sole discretion of the Streets Department.

## **Section 9. Street Opening Requirements.**

(1) Safety Requirements. Before proceeding with the opening of a street, the area immediately adjacent to the work site shall be made safe with lights, barricades or other devices approved by the Department to ensure the safety of the motoring public, pedestrians, and individuals doing the work.

(2) Traffic Regulations. All work shall be conducted in such a manner as to ensure the least possible obstruction to pedestrian, bicycle, and vehicular traffic. The convenience of the general public and of the residents along the Right-of-Way shall be provided for as far as possible.

(a) Temporary approaches to any crossings or intersecting Right-of-Ways shall be provided and kept in thoroughly safe condition, wherever required by the Department. On Right-of-Ways occupied by railway tracks, temporary approaches to the entrance and exits of railway cars shall, where necessary, be provided and maintained.

(b) No Right-of-Way shall be closed to traffic unless a Street Occupancy Permit is obtained and a detour route is approved by the Department.

(c) Every street closed to traffic shall be protected by effective barricades per an approved pedestrian protection plan and standard Streets Department signs, including detour signs, in accordance with current Department standards and placed as directed by the Department. All signage must be maintained by the Permittee for the duration of the closure.

(3) Limitation of Operation. At no time shall more than five hundred linear feet (500') of Right-of-Way be opened or obstructed to traffic without the permission of the Department.

(4) Accessibility of Right-of-Ways. The footways, gutters, inlets and portions of streets adjoining the work or in its vicinity shall not be obstructed nor fouled more than is absolutely necessary. Lawns or grass plots shall not be used for storage purposes. On improved streets the materials, tools and equipment required in connection with the work shall be neatly and properly stored upon the footway at least one foot (1') back of the curbing, and leaving at all times for pedestrians a space which shall be at least five (5') in width, if circumstances so permit. When circumstances dictate that materials, tools and equipment must be stored in the street, a

Street Occupancy Permit must be obtained.

(5) Excavated Material. Material removed from the street opening shall be piled in a location adjacent to the opening so that it does not interfere with vehicular and pedestrian traffic. Excavated materials in excess of the amount needed for backfill shall be removed daily and the street cleaned.

(6) Sanitary Arrangements. The Permittee shall provide and maintain for his employees such sanitary arrangements as may be directed by the Department and shall enforce their exclusive use.

## **Section 10. Emergencies.**

(1) Emergency Reporting Procedures. In the event of an Emergency as defined in these Regulations, any Facility owner (or its contractor) performing Emergency work which requires immediate excavation in the street or closure of traffic lanes must follow the reporting procedures below.

(a) Immediately upon arrival at the site of the Emergency, the Permittee must call Municipal Radio at (215) 686-4514. The Municipal Radio operator shall report the Emergency to traffic police, fire, PennDOT and SEPTA, where needed.

(b) Facility owner (or its contractor) shall provide the following information to the Municipal Radio operator:

- (i) Company Name with Identifier;
- (ii) Name and telephone number of the person calling;
- (iii) Nature of the emergency;
- (iv) Whether utility service has been disrupted;
- (v) Type of Call:
  - Original
  - Extension of time
- (vi) Excavation required?
  - Yes
  - No
- (vii) Street Closure required?
  - Full
  - Partial
  - None
- (viii) Duration of work (provide the number of hours expected to resolve the emergency);
- (ix) Location of work (provide the incident address or the hundred block);
- (x) Name and telephone number of the person calling (the telephone number should be a number where they can be reached for the duration of the Emergency work).

(c) Each Facility owner shall also provide the Department with the phone number of its primary office responsible for such work. In the case of a declared emergency, the

contact person will be the Facility owner's designated representative working with the City's Emergency Operations Center ("EOC") and may be contacted through EOC.

(d) All utilities must make an additional call to Municipal Radio if the work crew remains at the site longer than was reported in the original notification.

(2) Emergency Utility Notification Number ("EUN"). The Municipal Radio operator will generate and provide the Facility owner (or its contractor) with an Emergency Utility Notification ("EUN") number.

(3) Emergencies Requiring Excavation. If the Emergency will require excavation in the street, the following additional procedures must be followed:

(a) Facility owner (or its contractor) shall provide the following additional information to the Municipal Radio operator:

- (i) Size of excavation (Length, Width, and Depth);
- (ii) Curb Offsets;

(b) The Municipal Radio operator will generate and provide the Facility owner (or its contractor) with an EUN number. The Facility owner must later enter the EUN number into GPIS when they obtain the Emergency Permit. Municipal Radio shall then forward this information to the Department via an emergency notification website setup specifically for this use, which will then send an e-mail to the Facility owner's generic e-mail address (as provided by the Facility owner), also containing the EUN number.

(c) Within seven (7) days of completion of the emergency-related excavation, the Facility owner shall enter the required information into GPIS, using the EUN number provided by Municipal Radio and/or the Department.

(4) Use of Emergency Information. The information inputted into GPIS in connection with emergencies shall be used only for the City's record purposes, and shall not be used or included in determining the Facility owner's Right-of-Way related fees, as may be required under Chapter 11-700 of the Philadelphia Code.

## **Section 11. Trench Standards, Steel Plate Procedures, Backfilling.**

(1) Trench Standards. All Permittees must adhere to the following:

(a) All applications and all work and restorations of trenches or other openings must comply with Department trench standards for both Permanent (L-901) and Temporary (L-902) Trench Restoration.

(b) All plating and decking installed by the Permittee shall be made safe for vehicles and/or pedestrians and shall be adequate to carry the load. The size of the plate or decking shall be large enough to span the opening, be firmly placed to prevent rocking and shall overlap the edges of trenches and openings and be sufficiently ramped with cold patch or concrete, to provide smooth riding and safe condition.

(c) All plating and decking shall be fastened by pinning or countersinking or otherwise to prevent movement. Steel plates shall be pinned in each corner with a smooth headed pin that does not protrude above the plate more than one half (0.5") inches. The pins must extend into the street surface at least three inches (3").

(d) Where deflections are more than ¾", heavier sections of plates or decking or intermediate supports shall be installed. Plates must extend at least twelve (12") inches beyond the edge of the excavation in all directions. The plate must be ramped with asphalt at least six (6") inches wide.

(e) All steel plates or decking must be permanently labeled with the identity of the owner.

(f) Prior to placing any steel plating or decking the Permittee shall provide the Right-of-Way Unit inspector with an emergency telephone number in the event any steel plating or decking is dislodged.

(2) Removal. Upon notice from the City, the Permittee shall remove or restore any dislodged steel plating or decking to a safe condition within six (6) hours upon receipt of notice by the Permittee.

(a) In the event it becomes necessary for the City to restore, adjust or remove any steel plating or decking, the Permittee shall reimburse the City for all costs.

(b) Plating and decking must be removed immediately upon completion of permanent restoration.

(3) Extended Use. Any steel plate or decking remaining in the Right-of-Way for more than seventy-two (72) hours must be reported as follows:

(a) to the Right-of-Way Unit Monday through Friday from 8:00 AM to 5:00 PM (215-686-5501);

(b) to Municipal Radio at all other times (215-686-4514), with a request that the operator also notify the Right-of-Way Unit (215-686-5621).

(4) Backfilling of Trenches and Other Openings. Ditches and other street openings shall not be backfilled until all tests required by the various utility companies and/or the Water Department have been completed.

(a) Trenches and other openings shall be carefully backfilled with materials approved by the Streets Department, consisting of earth, loam, sandy clay, sand and gravel or other approved materials, free from large clods of earth or stones, deposited in six-inch (6") layers.

(b) Care shall be taken to ensure thorough compaction of the fill underneath water, sewer, gas, steam, oil or other pipes in order to ensure appropriate support. Each layer

shall be thoroughly compacted by rolling, tamping with mechanical rammers, or by hand tamping with heavy iron tampers, the tamping face area of which shall not exceed twenty-five square inches (25"). Each layer shall be compacted to a density at least equal to that of the surrounding earth, so that paving of the area can proceed immediately after backfilling has been completed.

(c) Where water, sewer, gas, steam, oil or other pipes are specially coated for protection against corrosion, care shall be taken not to damage the coating.

(d) Upon completion of the backfill the street opening shall be made safe by topping the dirt backfill with an asphaltic cold mix paving material in a level plane with the surrounding roadway surface, rolled with an approved method, and not creating a hump or depression in the restoration area.

(e) Any trenches and other openings improperly backfilled or where settlement occurs, shall be reopened to the depth required for proper compaction, then refilled and compacted with the surface restored to the required grade. Upon completion of the backfilling of trenches and other openings in Right-of-Way where traffic is allowed, these trenches and openings shall be immediately repaved temporarily with suitable material and maintained until permanent paving is constructed.

(5) No trenches or excavations shall be left open overnight unless approved by the Department. Open excavations shall be protected with concrete jersey barriers, steel plates, or other methods approved by the Department.

(6) Removal of Temporary Facilities and Structures. Within twenty-four (24) hours after the completion of the work, the Permittee shall , remove all temporary Facilities and Structures built by the Permittee, along with all rubbish and surplus materials, from the site of the work, and leave the site clean and presentable.

## **Section 12. Plumber's Ditches.**

(1) Requirements. Plumbers shall comply with all applicable regulations governing the opening and backfilling of ditches.

(a) Plumbers shall be responsible for their ditch openings for a period of thirty (30) days after receipt by the Streets Department of notice by the plumber that the opening has been backfilled. Such notice shall be filed electronically or as otherwise specified by the Department.

(b) If the backfilling and temporary topping is inadequate, or was performed improperly, the plumber's responsibility for the opening shall continue beyond thirty (30) days until such time as the ditch is permanently restored.

(c) If the Streets Department responds to a complaint for an unsafe location caused by the plumber's failure to properly backfill or top, the plumber will be billed for the Department's time and material expense in restoring the ditch to a safe condition.

(2) Penalties. In addition to any other applicable penalties specified by regulation of the Philadelphia Code, failure to notify the City that an opening was made and backfilled will not relieve the plumber of responsibility and may be cause for the City to deny him any future permits. If the plumber fails to electronically register the appropriate backfill notice as directed in Section 12(1)(a) for two (2) ditches, the plumber will be prohibited from purchasing new plumber ditch permits until the proper notifications have been registered with the Streets Department.

(3) Timing. Plumber permits shall be valid for thirty (30) days. If a plumber obtains a permit, then determines that the street opening is not needed, the plumber may apply for a refund of the permit purchase price within the thirty (30) day permit period. After the expiration of the plumber permit, no refunds will be issued.

### **Section 13. Permanent Restoration of Pavement.**

(1) Restoration. All pavements shall be promptly restored to the extent directed by the Streets Department and with the same character of material, equal in composition and in color to match the existing adjacent pavement, and in accordance with the latest standard specifications of the Department.

(2) Cut Back. Where the surface area of any ditch is greater than one-half (1/2) square yard, before restoration of the pavement, the base course shall be cut back six inches (6") wider than the original opening on all sides. If the edge of the base course adjacent to and paralleling the curb is within two feet (2') of the edge of the paving or curb, after cut back, the paving shall be removed between the edge of the cut back and the edge of paving or curb.

(a) The surface course shall be cut back six inches (6") from the outer edge of the original opening. The thickness of the base course restoration shall equal the thickness of the existing pavement but shall not be less than eight inches (8") in depth. This same depth applies to streets with stone black base or other types of temporary paving base. The concrete shall be brought up to the same level as the existing base course.

(b) There will be no cut back required for any ditch with a surface area one-half (1/2) square yard or less.

(3) Surface Preparation. Just prior to the application of the asphalt top to any ditch or trench, all exposed vertical surfaces of existing binder and surface course shall be painted with hot asphaltic cement. The surface of the concrete base shall be thoroughly cleaned and the application of a tack coat of bituminous material E-1 (AASHTO Equivalent RS-1) in the amount of 1/15 of a gallon per square yard shall be applied.

(4) Finished Surface. Unless approved in writing by the Streets Department, the finished or wearing surface of the restored ditch shall match in kind the existing roadway surface pavement, including restorations in streets that have granite block, brick, or other special surfaces. The topped-off ditch shall have a smooth surface showing no evidence of honeycomb, roller or iron marks.

(a) After topping is completed the seam between the existing surface course

and the newly restored top shall be neatly sealed with asphaltic cement. If the ditch is to be immediately opened to traffic, dry sand, or Portland cement shall be evenly spread over the newly installed seal to prevent it being picked up or spread by automobile tires.

(b) The use of asphaltic or black base will be permitted only where a ditch has to be restored because the street must immediately be opened to traffic. Such cases would include ditches in track areas and streets with only one lane available for traffic. Black base may also be used to patch ditches in inclement weather or where the use of concrete would be impossible or impractical due to future construction. In all cases the permission of the Streets Department must be obtained in writing before black base can be used for ditch restorations.

(c) If restoration is to be in finished concrete roadway paving, the dimensions shall be the same as for base restoration. The finished edge of restoration in concrete pavement shall be made with a concrete saw just prior to the paving operation. The minimum depth of cut shall be one and one half inches (1½").

(5) Line-striping. All line-striping which is disturbed by the excavation must be restored according to the Streets Department's Traffic Engineering Division's specifications for that street. If the line-striping is not done, and the Department has to place the line-striping on the restored area of the street, the Permittee will be billed for the cost to the Department.

(6) Lines and Grades. Where permanent pavement and curbing do not exist, the Permittee will be required to obtain from the Streets Department's Surveys, Design and Construction Division the necessary line and grade stakes. For this service the Permittee will be required to pay in accordance with the schedule of charges specified by the Department

(a) The Permittee will be responsible for preservation of all monuments and bench marks and for all stakes after being set by the Surveys, Design and Construction Division, and any disturbed stakes must be replaced by the district surveyor and paid for at the rate previously indicated.

(7) Restoration of Emergencies. In the event of an Emergency which results in the disturbance of 40% or more of the street, the utility which owns the Facility which caused the damage shall be responsible for determining the scope and extent of the damage in terms of both area and which other utilities' Facilities are affected. The utility which owns the Facility responsible for the damage must inform affected utilities in a timely fashion of the scope and extent of damage, so that the street and Structures in the Right-of-Way can be restored as quickly as possible. The utility whose Facilities caused the damage should contact the Streets Department Chief Highway Engineer to determine how the street will be restored and what party(ies) will bear responsibility.

(8) Maintenance of Pavements. All restored pavements shall be maintained in a condition satisfactory to the Streets Department, during the time of any existing guarantee, or as required by Ordinance of Council, but in no case for a period of less than five (5) years. Notices to Permittees to make maintenance repairs to pavements shall receive attention within twenty-four (24) hours.

(9) Timing of Restoration By Streets Department. Between July 1<sup>st</sup> and November



30<sup>th</sup> of each year, permanent restoration of all street openings less than twenty-five (25) square yards in size shall be performed within thirty (30) days after backfilling. Between December 1<sup>st</sup> and March 31<sup>st</sup> of the following year, if inclement weather does not allow permanent restoration, street openings may be temporarily restored with cold patch and maintained until permanent restoration is performed.

(10) Inspection of Work. All work and materials used in building Structures and in restoring or maintaining pavements shall be satisfactory to the Streets Department and any work or material condemned by the Department must be replaced at once. Condemned materials shall be immediately removed from the site of the work.

(a) When, in the judgment of the Streets Department, it shall be deemed desirable or necessary to employ one or more special inspectors to supervise the proposed work, such inspector or inspectors shall be appointed by the Streets Department, and a sufficient sum shall be deposited by the Applicant with the Department for the payment of such service.

#### **Section 14. Milling, Paving, and Full Depth Restoration.**

(1) Utilities, Full Depth Restoration.

(a) If work in the street for one project disturbs at least 40% of the Roadway Block, the Permittee must do a full depth restoration for the entire length of the Roadway Block.

(b) The 40% trigger applies to the project as constructed. Even if the project is designed and approved at less than 40% disturbance, if the constructed project exceeds the design and approval and disturbs at least 40% of the Roadway Block, then full depth restoration is required.

(c) If more than one utility or agency is involved in work in the street and openings for the project, and the cumulative disturbance of the work, as constructed, is at least 40% of the Roadway Block, the lead utility or agency shall be responsible for a full depth restoration. The lead utility or agency must coordinate with other parties participating in the project and for seeking reimbursement for its costs from those other agencies or utilities.

(d) Full depth restoration includes all line-striping required by the Traffic Engineering Division's specifications for that street. If the line-striping is not done, and the Streets Department has to place the line-striping on the restored street, the lead utility or agency will be billed for the cost to the Department.

(2) Utilities, Milling and Paving.

(a) If work in the street for one project disturbs less than 40% of the Roadway Block, and the work is sewer work or involves replacement of two or more Facilities, the Roadway Block must be milled and paved from curb to curb.

(b) If work in the street disturbs less than 40% of the Roadway Block, and does not meet the criteria in sub-section (a) above, the street openings and excavations must meet the requirements of this Regulation for trench restoration.

(3) Private Developers, Milling and Paving.

(a) Except as noted in Subsections (c) and (d) below, private development projects of the following types which disturb in excess of 40% of the roadway within the Adjacent Roadway Area, or install an average of three or more utility connections per lot or property involved in the development, shall be required to mill and pave the full Adjacent Roadway Area:

(i) New construction or Substantial Improvement of six (6) or more residential lots or properties fronting on the same Roadway Block.

(ii) Any project involving new construction or Substantial Improvement of at least one hundred linear feet (100') of frontage on a Roadway Block;

(iii) Any private development project fronting on an Historic Street.

(b) Adjacent Roadway Area shall mean:

(i) For streets with a legal roadway width of sixteen feet (16') or less, the area of roadway adjacent to the private development project bounded by the two outer property lines of the project, extended to the opposing curb face so as to intersect it at, or near, right angles.

(ii) For streets with a legal roadway width greater than sixteen feet (16'), and where disturbance to the existing pavement extends beyond the centerline of the roadway, the area of roadway adjacent to the private development project bounded by the two outer property lines of the project, extended to the opposing curb face so as to intersect it at, or near, right angles.

(iii) For streets with a legal roadway width greater than sixteen feet (16'), and where disturbance to the existing pavement does not extend beyond the centerline of the roadway, the area of roadway adjacent to the private development project bounded by the two outer property lines of the project, extended to the roadway centerline so as to intersect it at, or near, right angles.

(iv) Where disturbance to the existing pavement does not extend fully to the two outer property lines of the project, the area of roadway adjacent to the private development project bounded by the limit of disturbance of the project extended to the roadway centerline (or opposing curb face, as appropriate) so as to intersect it at, or near, right angles. Such limits of disturbance, when determined by the Street Department, shall not be less than the lesser of one hundred linear feet (100') of street frontage or six (6) residential lots.

(v) Where new construction or Substantial Improvement is at a street corner, the Adjacent Roadway Area shall be either of two areas adjacent to the private development project bounded by the property lines of the project, extended to the opposing curb face so as to intersect it them, or near, right angles.

(c) Where a private development project overlaps with, or includes utility extensions or replacements, the requirements of Section 14 (1) or (2) shall supersede the requirements of this Section.

(d) Where a private development project meeting the criteria of Section 14(3)(a) fronts on an Historical Street and disturbs in excess of 40% of the Adjacent Roadway Area in that Historic Street, or install an average of three or more utility connections per lot or property involved in the development, a full depth restoration of the Adjacent Roadway Area shall be required.

(e) Where milling and repaving is triggered by disturbance in two or more Adjacent Roadway Areas abutting an intersection, the full roadway of the intersection between the four house lines of intersection must be milled and repaved.

(f) The Chief Highway Engineer will appoint all agents responsible for determining the Adjacent Roadway Area, the percentage of the Adjacent Roadway Area disturbed, and any milling and paving requirements; or shall require calculations be prepared by a licensed professional engineer for this purpose. Appeals related to any such determinations or requirements should be submitted, in writing, to the Chief Highway Engineer for consideration.

(g) Disturbed area shall include all trench, curb reconstruction, and cut back areas, per Street Department Standard Details L-892 and L-901. Areas disturbed for reasons other than utility installation or curb reconstruction, including areas disturbed by heavy machinery incidental to construction, may also be included in the disturbed area calculation.

(h) If more than one contractor, utility or agency is involved in work in the street openings for the project and the cumulative disturbance from all those involved is at least 40%, as constructed, the Developer must do the milling and repaving.

(i) Milling and repaving, where required, shall include all line-striping required by the Traffic Engineering Division's specifications for that street. If the line-striping is not done, and the Streets Department has to place the line-striping on the restored street, the Developer will be billed for the cost to the Department.

(4) Completion of all work is to be in a timely manner, and in accordance with the approved plans, as determined prior to the start of construction. Failure to complete any work in this manner will serve as justification for requests by the Streets Department for a revocation of permits, holds on any Certificates of Occupancy, or the issuance of a Stop Work Order, by the Department of Licenses and Inspections.

(5) Degradation fees required for work within any area subject to the milling and repaving or full depth restoration requirements of this Section will be waived. Degradation fees paid in advance of a determination of the applicability of this Section will be refunded.

## **Section 15. Structures within the Right-of-Way.**

(1) Interference with Existing Structures or Facilities. New structures shall not interfere with existing Structures or Facilities, or their connections, except where absolutely

necessary, and then only with the previously obtained written consent of the Commissioners of the departments having jurisdiction over the structures involved. Any modification of existing Structures or Facilities found to be necessary must be made by or under the direction of the department or public utility concerned and at the sole expense of the permittee. All necessary supports and protections to existing Structures or Facilities shall be promptly supplied by or at the expense of the permittee and to the satisfaction of the department or public utility concerned.

(2) Removal Generally. If, in the construction of any municipal work, it shall become necessary to change the location of any existing privately owned Structures or Facilities occupying the Right-of-Way, their location shall be changed, at the sole expense of the owners, to such new locations as shall be directed by the Department.

(3) Minimum Depth of Structures. The minimum depth of Structures constructed within the Right-of-Way shall be as follows:

(a) Roadway between Curb Lines. No portion of a new Structure, when in place, shall be less than twenty-four inches (24") below the surface of the pavement, except that portion which is designed to form a part of the pavement.

(b) Footways, Curb to Building Line. No portion of a new Structure, when in place, shall be less than fifteen inches (15") below the footway surface, except that portion which is designed to form a part of the paving.

(c) Vaults. The outside top of vault shall be at least four feet (4') below the established grade of the footway over the same, in the erection, construction or reconstruction of such vaults. This applies to any vault, whether privately owned or utility, in the Right-of-Way.

(4) Exposed Surfaces of Structures. All Structures within the Right-of-Way shall be maintained within three-eighths inch (3/8") of the existing surrounding grade. All loose, slippery or broken utility maintenance hole (manhole) covers, castings and other Structures shall be replaced at the direction of and to the satisfaction of the Streets Department.

(5) Leak Proofing of Underground Structures. Any underground Structure within the Right-of-Way, including manholes, vaults, conduits, pipes, or passageways, shall be so constructed and maintained as to prevent the leakage of gas, water, or other liquid into the Structure.

(6) Maintenance of Structures. All privately owned Structures occupying locations in the Right-of-Way, that may be exposed during construction, reconstruction or any municipal work, shall be safeguarded and maintained during the course of the work by the Permittee. Should the condition of the exposed Structure be such as to require reconstruction or the placing of permanent supports, such work shall be performed by and at the sole expense of the owners of the Structure.

(7) Re-Occupation of Vault Space. The City shall in no case be liable for any claim for damages arising from the vacation by the Permittee, or the reoccupation and use by the City for public purposes of any portion or portions of Right-of-Way between the building lines that have been occupied by vaults. The Permittee hereby assumes full responsibility for all claims

arising from the occupation or vacation of the street by and from the construction, maintenance and removal of vaults.

(8) Drawing of Finished Work. Immediately after the completion of permitted work, Permittee shall submit complete detail drawings (“as-builts”) in an electronic format as specified by the Streets Department and to a scale satisfactory to the Department, showing the work as constructed, together with a record of the character and location of previously existing Facilities encountered during the progress of the work.

(9) All structures shall at all times be maintained in a condition satisfactory to the Department.

#### **Section 16. Refrigerating Pipes.**

(1) Agreement Required. Applicants for permission to lay refrigerating pipes shall enter into an agreement, and give a bond satisfactory to the City Solicitor in the sum of twenty-five thousand Dollars (\$25,000.00), indemnifying the City for any loss or damages that may occur in the exercise of the privileges herein granted, or that may hereafter be granted by the Streets Department and shall also be conditioned upon faithful compliance with all the provisions indicated herein.

(2) Construction. The methods and materials used in the construction of refrigerating pipes shall be subject to the approval of the Streets Department and Water Department.

(a) Before laying any pipes, the Permittee shall furnish to the Streets Department a certificate from a responsible agency, certifying to the character, quality, size, thickness, and condition of the pipe and fittings and indicating the test to which the pipe has been subjected. Each length of pipe shall be tested and certified to before being laid.

(b) The pipe line, after being constructed and before the trench is backfilled, shall be subject to hydrostatic test of at least three hundred pounds (300lbs) per square inch for a period of at least three (3) hours. This test shall be made in the presence of representatives of the Water Department and the pipe line to be approved shall meet these requirements.

#### **Section 17. Tunneling.**

(1) General Prohibition. Tunneling within the Right of Way to effect repairs is prohibited. There are only two (2) exceptions to this rule:

(a) Placing Facilities under railroad tracks or conduits in accordance with the standard specifications;

(b) With the written approval of the Chief Highway Engineer or designee.

#### **Section 18. Responsibility for Injuries to Persons or Property.**

No Liability to City. The Permittee shall be responsible for any injury to any person or any damage to any property resulting from or by the construction or maintenance of the work

herein indicated, or the occupation of the Right-of-Way thereby, or defects or obstructions, or from any other cause whatsoever during the progress of the work or at any time; and Permittee shall indemnify, release, and save harmless the City from all suits or actions of every character, name and description, brought for or on account of any injuries or damages received or sustained by any Structure, Facility, property, person or persons by or from the construction or maintenance of the work herein indicated, the occupation of the Right-of-Way thereby, negligence in safeguarding the work, improper methods or materials used in constructing, or by or on account of any act or omission of the said Permittee or Permittee's agents or employees.

#### **Section 19. Severability.**

Severability. If any clause, sentence, paragraph or part of this Regulation, or the application thereof to any person or circumstance, shall for any reason be adjudged by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this regulation nor the application of such clause, sentence, paragraph or part to other persons or circumstances but shall be confined in its operation to the clause, sentence, paragraph or part thereof and to the persons or circumstances directly involved in the controversy in which such judgment shall have been rendered.

#### **Section 20. Repeal of Prior Versions.**

Repeal. The Regulations of the Department of Streets for Street Openings and Excavations (1955), as well as Regulations for Openings and Restoring Street Openings (1980) as amended in 1986, 2006, and 2012, are hereby repealed. This Regulation is not intended to repeal or modify any portion of The Regulations governing Right of Way Management of the Department of Streets, effective January 12, 2006, as amended in 2009 and 2012.

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**DAVID J. PERRI, P.E.**

Streets Commissioner

## PENNDOT

### HIGHWAY OCCUPANCY PERMIT INFORMATION

Utility Permits may be issued to install, repair, replace, connect, remove, or disconnect privately, publicly or cooperatively owned lines, facilities and systems which directly or indirectly serve the public or any part thereof.

Driveway/Local Road Permits may be issued to install, alter, or remove a driveway, street or other means of passage of vehicles between the highway and abutting property.

Miscellaneous Permits may be issued to perform seismograph testing, embankment alterations, surface openings, roadway improvements; construct, replace, or remove curb and/or sidewalk; connect to Department drainage facilities; open test holes; install, repair, replace or remove non-utility structures, tipples, conveyors, pedestrian overhead crossings, subways, mines, or pedestrian underpass crossings.

<http://www.dot.state.pa.us/Internet/Bureaus/pdBHSTE.nsf/infoOccupancyPermits?OpenForm>

**GUIDELINES FOR ASSIGNING POLICE SUPPORT  
FOR  
UTILITY CONSTRUCTION**

**July 7<sup>th</sup>, 2016**

In the interest of public safety it may be necessary to assign Police support to a utility construction project. The following guidelines are utilized by the Department of Streets in determining the need for Police assistance in conjunction with utility construction. In the event of unforeseen conditions the City reserves the right to deviate from these guidelines.

**1. AFFECTED AREAS**

The areas of the City in which consideration is given to require Police support are as follows:

- Center City- bounded by the Delaware River on the east, the Schuylkill River on the west, Spring Garden Street on the north, and South Street on the south.
  - University City – bounded by 30<sup>th</sup> street on the east, 40<sup>th</sup> street on the west, Powelton Avenue on the north, and Civic Center Blvd. and Baltimore Avenue on the south.
  - Roosevelt Blvd. from 9<sup>th</sup> Street to City Limits.
- 
- All other arterial routes throughout the City, which includes State Highways.

**2. CONSTRUCTION TIMES**

Construction on travel lanes is not allowed during the below listed traffic peak hours.

Morning traffic peak hours are from 6:30 A.M. to 9:30 A.M.

Evening traffic peak hours are from 3:00 P.M. to 6:30 P.M.

There are no regular traffic peak hours on the weekend.

Daytime construction in Center City may occur between the hours of 9:30 A.M. and 3:00 P.M.



Nighttime construction in Center City may occur between the hours of 7:00 P.M. and 5:00 A.M. However, construction on Walnut Street in Center City must occur between the hours of 11:00 P.M. and 6:30 A.M.

### **3. CRITERIA FOR ASSIGNING POLICE SUPPORT**

During business hours (8:00 A.M. to 3:00 P.M.), Police support is assigned at the discretion of the Department of Streets whenever the utility or roadway construction will require the closing of a single travel lane or multiple travel lanes. The Police Department determines the number of Police officers required for the construction project. Construction occurring on the sidewalk or in a parking lane will not require Police support unless the contractor's equipment is expected to disrupt a travel lane on a frequent basis and no flagman is provided. Non-arterial roads or streets that have a roadway width of ten (10) feet or less will not require Police support unless an emergency condition warrants it. During non-business hours, a Police supervisor will have the discretion to make the determination for Police support. The assignment of Traffic Police is to be based upon the Traffic Engineer's determination that Traffic Police are needed to actively direct traffic as a jobsite. Terms and conditions required by the Traffic Engineer for the maintenance and protection of traffic shall be annotated on the permit document. When no Traffic Police are required the permit document shall clearly indicate that such a determination has been made.

### **4. CONTRACT FOR POLICE SUPPORT**

When it has been determined by the Department of Streets that Police support is required, the permittee or contractor shall enter into a contract with the Police Department by contacting the Traffic Police Captain's office at (215) 685-1554 a minimum of twenty-four (24) hours before starting work. If the utility project has more than one location in Center City on any given day, the contractor shall request that one Police officer be assigned per work crew. This officer must have a vehicle and the fee will include payment for use of the vehicle.

### **5. POLICE CONTACT**

In the event it becomes necessary to contact the Police to resolve an issue, the contractor or permittee may call the Police Traffic Unit at (215) 685-1552. This phone number is available 24 hours/7 days a week.

### **6. TEMPORARY NO-PARKING SIGNS WITH POLICE SUPPORT**

In the event that the construction will require the restriction of on-street parking, the Police will post temporary no-parking signs prior to the start of construction. At times the responsibility will fall back on the contractor when Officers are not available to post the signs.

**7. TEMPORARY NO-PARKING SIGNS WITHOUT POLICE SUPPORT**

In the event that the construction will require the restriction of on-street parking, and no Police assistance is required, it is the responsibility of the contractor to post the temporary no parking signs twenty-four hours before that start of construction. These signs may be obtained at the 5<sup>th</sup> Highway District located at Whitaker Avenue and Luzerne Street. The office number is (215) 685-9843.

**8. MAINTENANCE AND PROTECTION OF TRAFFIC**

Work zone traffic control shall be in accordance with PADOT Publication 213.

**9. EMERGENCY CONSTRUCTION**

An emergency is defined in Section 11-700 (1) (n) of the Right-of-Way Management Ordinance as "A condition, that in the judgment of the (Streets) Commissioner, constitutes an imminent risk to the health, welfare, or safety of the public, or has caused or is likely to cause Facilities already installed to be unusable and result in the loss of the services provided through the facilities."

**Excavation Required Emergencies**

- A. A Facility owner (or its contractor) which needs to excavate the street or close traffic lanes for emergency work shall contact the City's Municipal Radio operator at 215-686-4514 to report the emergency. The call to Municipal Radio should be from the field and prior to or at the time the excavation or lane closure commences.
- 
- B. During the telephone call, if the work involves excavation of the street, the Municipal Radio operator will prompt the Facility owner (or its contractor) to provide the following basic information about the excavation:
- i) Name of Facility owner
  - ii) Name and telephone number of the person calling
  - iii) Name and contact number of foreman on location
  - iv) Indicate whether excavation is required
  - v) Indicate whether a lane closure is required
  - vi) Location of the emergency work (provide the hundred block)
  - vii) Nature of the emergency (disruption of service, safety risk to public, or leak)
  - viii) Duration of work (provide the # of hours expected to resolve the emergency)
- C. Each Facility owner shall also provide the Streets Department with the phone

number of its primary office responsible for such work. In the case of a declared emergency, the contact person will be the Facility owner's designated representative working with the City's Emergency Operations Center (EOC) and may be contacted through EOC.

- D. The Municipal Radio operator will generate and provide the Facility owner (or its contractor) with an Emergency Utility Notification (EUN) number. The Facility owner must later enter the EUN number into GPIS when they obtain the Emergency Permit. Municipal Radio shall then forward this information to the Streets Department via an emergency notification website setup specifically for this use, which will then send an e-mail to the Facility owner's generic e-mail address (as provided by the Facility owner), also containing the EUN number.
- E. If a lane closure is required, Municipal Radio shall also contact and report the emergency to traffic police, the fire department and SEPTA (if required), and prompt the Facility owner (or its contractor) to provide certain information needed for the lane closure.
- F. Within seven (7) days of completion of the emergency-related excavation, the Facility owner shall enter the required information into GPIS, using the EUN number provided by Municipal Radio and/or the Streets Department. The information inputted into GPIS in connection with emergencies shall be used only for the City's record purposes.

#### **Non-Excavation related Emergencies**

- A. If the emergency work does not involve street excavation, but nonetheless requires a lane closure (e.g., a Facility owner utilizes its manholes to complete the emergency work), The Facility owner (or its contractor) shall still report the work to Municipal Radio to help arrange the lane closure. Municipal Radio shall call and report the required lane closure to traffic police, the fire department, and SEPTA (if required), and prompt the Facility owner (or its contractor) to provide certain information needed for the lane closure. During the telephone call, the Municipal Radio operator will generate and provide the Facility owner (or its contractor) a EUN number for the Facility owner's records. Municipal Radio shall then forward this information to the Streets Department via an emergency notification website setup specifically for this use, which will then send an e-mail to the Facility owner's generic e-mail address (as provided by the Facility owner), containing the EUN number.

In the event that Police protection assistance is required, as described in Section 3, the contractor shall call the Traffic Police District Headquarters at (215) 685-1552.

If a police officer questions the contractor on the job site, they will refer the officer to the Police Department's dispatcher for verification that the emergency was properly

called in. If there is a question regarding the need for Police protection during non-business hours, a Police supervisor will have the discretion to make the determination.

#### **10. UNSAFE CONDITIONS AND PERMIT VIOLATIONS**

The Police reserve the right to abate unsafe conditions as necessary and bill the contractor for the incurred costs. During normal business hours the Police shall immediately contact the Right-of-Way Unit at (215) 686-5524 to report unsafe conditions and/or violations of the issued permit. For situations that occur outside of normal business hours, the Police shall contact the Right-of-Way Unit on the next business day.

#### **11. MANAGEMENT**

The Department of Streets shall meet with the Traffic Police and the Committee of Highway Supervisors on an annual basis to review the effectiveness of this policy and make amendments as necessary. All parties shall notify the Right-of-Way Manager of all violations of this policy and the Right-of-Way Unit shall maintain records of violations, complaints and resolutions.

Approved and adopted by the Committee of Highway Supervisors on

\_\_\_\_\_.

\* \* \* \* \*



## City of Philadelphia

LAW DEPARTMENT  
1101 Market Street  
5<sup>th</sup> Floor  
Philadelphia, PA 19107  
(215) 685-6116

Romulo L. Diaz, Jr.  
City Solicitor

### MEMORANDUM

**To:** Romulo L. Diaz, Jr., City Solicitor  
**From:** J. Barry Davis, Divisional Deputy City Solicitor  
**Date:** August 25, 2005  
**Subject:** PGW/Water Department Settlement and Reimbursement Agreement

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The attached agreement, provided for your signature, settles all reimbursement obligations of the Water Department to PGW through December 31, 2004 for PGW pipe relocation work caused by water/sewer reconstruction. In addition, the agreement establishes the new framework for PGW to request reimbursements from the Water Department when PGW must relocate its pipes.

Under the settlement, the Water Department will pay PGW the following amounts from the Water Fund's construction account (capital funds):

<u>Year</u>	<u>Amount</u>
FY 2004	\$ 1,069,451
FY 2005 (1/2 year)	\$ 757,266
<b>Total</b>	<b>\$ 1,826,717</b>

PGW would like to receive these funds as quickly as possible. Please have Jackie call me after the documents are signed. If you have any questions, please call me.

## **SETTLEMENT AND ENFORCED WORK REIMBURSEMENT AGREEMENT**

This Settlement and Enforced Work Reimbursement Agreement (this "Agreement"), made and entered into as of the 1<sup>st</sup> day of July 2005, by and between PHILADELPHIA FACILITIES MANAGEMENT CORPORATION, a non-profit Pennsylvania corporation in its capacity as operator and manager of the municipally owned PHILADELPHIA GAS WORKS pursuant to an Agreement with the City of Philadelphia dated December 29, 1972, as amended (collectively, "PGW") and THE CITY OF PHILADELPHIA, by and through its WATER DEPARTMENT ("PWD"),

### **WITNESSETH:**

**WHEREAS**, PGW and PWD are parties to that certain "Basic Agreement" effective September 1, 1988, as supplemented by that certain "Working Agreement" dated November 28, 1988 (collectively, the "Reimbursement Agreement"), which has governed reimbursement levels to PGW for PGW work on enforced City reconstruction projects; and

**WHEREAS**, for several years PGW has objected to certain of the financial terms of the Reimbursement Agreement as they pertain to enforced PWD projects; and

**WHEREAS**, PGW and PWD have engaged in discussions to modify the terms of the Reimbursement Agreement as it pertains to PWD projects, including without limitation, with respect to future funding levels; and

**WHEREAS**, as a result of such discussions, PGW and PWD settled and resolved their dispute about reimbursement sums due for PWD's fiscal year 2003 (i.e., July 1, 2002 – June 30, 2003) (each such one year period beginning on July 1 being the "FY") and prior years, all in accordance with the terms and conditions of that certain Memorandum of Agreement between the parties dated on or about November 23, 2003 (the "Memorandum of Agreement"); and

**WHEREAS**, from FY 2004, inclusive, PGW has continued to work in good faith on enforced PWD reconstruction projects during the pendency of such discussions; and

**WHEREAS**, PGW and PWD have reached an agreement in principle regarding the terms and conditions of reimbursement to PGW for enforced PWD work performed in FY 2004 and forward and wish to forever settle and memorialize such terms in this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements herein contained, PGW and PWD hereby agree as follows:

1. **Term; Termination of Reimbursement Agreement.**

1. This Agreement shall be effective as of the date first set forth above and shall continue for a period of one (1) year thereafter (the "Initial Term"). Thereafter, this Agreement shall automatically be renewed for successive periods of one (1) year unless

written notice of termination is given by a party to the other party not later than ninety (90) days prior to the end of the then current term; provided, however that any work performed or project commenced by PGW during the term of this Agreement shall be reimbursed by PWD in accordance with the terms hereof even if submission of required invoices does not occur until after the Agreement terminates.

2. The Reimbursement Agreement shall be deemed terminated as of June 30, 2003 at 11:59 P.M., Eastern Standard Time.

2. Definitions. Except in those certain instances where the text expressly states another meaning, when used in this Agreement the following terms shall mean:

1. "Enforced Service Work" shall mean work undertaken by PGW to renew or reconnect any existing gas services connected to any gas Main impacted by Physical Interference Work, Slope Interference Work, or qualifying Practical Minimum Footage Allowance Work categories. Enforced gas services shall be further identified by the following sub-categories: (.1) Bare or Unprotected Steel Services, (.2) Protected Steel Services, (.3) Plastic Services, and (.4) Plastic Services Without Valve. Enforced Service Work may also be referred to by the parties as "Work Category 5".

2. "Main" shall mean any PGW gas main. Main shall be further identified by the following sub-categories: (.1) Ductile Iron Main, (.2) Plastic Main, (.3) Coated and Unprotected Steel Main, and (.4) Cathodically Protected Steel Main.

3. "PGW Convenience Work" shall mean work done to replace and/or renew an existing PGW Main or install a new PGW Main for engineering, economic or other reasons, other than Physical Interference Work, Slope Interference Work, or Practical Minimum Footage Allowance Work. PGW Convenience Work will not qualify for reimbursement. PGW Convenience Work may also be referred to by the parties as "Work Category 4".

4. "Physical Interference Work" shall mean work undertaken because the existing Main is in direct physical interference of a PWD installation or directly undermined by the PWD trench. Physical Interference Work may also be referred to by the parties as "Work Category 1".

5. "Practical Minimum Footage Allowance Work" shall mean additional work necessary to replace the existing Main which is impacted by either Physical Interference Work or Slope Interference Work and any work recommended from an engineering perspective in order to avoid difficult or impractical tie-ins even though it is neither within the Physical Interference Work or Slope Interference Work zones. This will be limited to no more than fifteen percent (15%) of the footage determined using the Physical Interference Work and Slope Interference Work criteria, based upon a per block calculation. Practical Minimum Footage Allowance Work may also be referred to by the parties as "Work Category 3."

6. "Prudent Main List" shall mean a list of Mains scheduled for replacement by PGW ranked in order of replacement priority, with a lower number indicating greater priority of replacement. The Prudent Main List is re-ordered from time to time.
7. "Service" shall mean any PGW gas service connected to a Main.
8. "Slope Interference Work" shall mean work undertaken because the existing Main is within the zone of influence of a PWD installation. The zone of influence is defined by the area within a 1:2 slope line (one horizontal – two vertical) from the bottom outside edge of the PWD excavation. Slope Interference Work may also be referred to by the parties as "Work Category 2".
3. Payment for FY 2004 and First Two Quarters of FY 2005. Not later than July 1, 2005, PWD shall pay PGW the sum of One Million Eight Hundred and Twenty-Six Thousand Seven Hundred and Seventeen Dollars (\$1,826,717) as compensation for all PGW work undertaken as a result of PWD enforced work completed by PGW during FY 2004 (\$1,069,451) and the 1<sup>st</sup> and 2<sup>nd</sup> Quarters of FY 2005 (\$757,266).
4. Revision of Memorandum of Agreement. Paragraph 4 of the Memorandum of Agreement shall be deemed rescinded and of no effect.
5. Reimbursement for Main Replacement. PWD will reimburse PGW for enforced Main relocation in accordance with the percentages identified in Schedule "A" (by type of Main and Prudent Main List priority) and the then current prices for such Main as identified in Schedule "B" for the applicable sizes of Main, calculated as follows:

**# of Main work linear feet (Slope Interference Work footage and/or Physical Interference Work) + # of Practical Minimum Work linear feet (not to exceed 15% of enforced footage for each block of a project)**

**multiplied by  
the applicable reimbursement percentage identified on Schedule "A"**

**multiplied by  
the then current applicable prices identified on Schedule "B"  
for new pipe for a size no greater than the existing Main.**

PWD will not reimburse PGW for new Mains where there were no existing Mains being replaced. The parties further acknowledge and agree that PWD will not reimburse PGW for any incremental betterment to PGW's facilities as part of the enforced Main relocation (e.g., for increasing the pipe size of the relocated Main). In such instance reimbursement will be based upon the applicable unit prices for the existing Main.

6. Reimbursement for Enforced Service Work. PWD will reimburse PGW for Enforced Service Work when the Service was connected to a Main qualifying for reimbursement under this Agreement. Percentage Reimbursement shall be according to Schedule "A"



and Schedule "B" for all sizes and types of Enforced Service Work, calculated as follows:

**# of Enforced Services (renewals or reconnects)**

**multiplied by  
the applicable reimbursement percentage from the associated Main as set forth on  
Schedule "A"**

**multiplied by  
the then current applicable price for a gas service renewal or reconnection as set  
forth on Schedule "B"**

7. Reimbursement for Paving. PWD will pay for the costs of street paving within the limits of its construction projects. PGW will be responsible for its paving costs outside the PWD construction area. PWD will not pay for sidewalk paving, except (i) to the extent such paving cost is already included in the unit costs identified on Schedule "B", or (ii) with respect to individually invoiced projects, and then only and to the same extent the project is reimbursable as a percentage set forth on Schedule "A".

8. Invoicing and Documentation.

1. For any project in which PGW seeks reimbursement hereunder, PGW will submit an invoice for reimbursement to PWD consisting of the following as a minimum:

1. an itemized list of all existing enforced and new relocated PGW gas main footage and unit costs by city block, size, type, whether it is Physical or Slope Interference or Practical Minimum Footage Allowance, etc.; and,
2. an itemized list of all enforced gas services within the limits of enforced gas mains, existing & new service pipe size and material, property address, whether it's a renewal or reconnect, and the unit cost; and,
3. an associated detailed drawing showing the relocated gas main, size, dimensions, the enforced gas services, etc.

Attached as Exhibit "C" is an example of an invoice meeting the criteria set forth above. Invoices shall be submitted to PWD not later than ninety (90) days after project completion. Any undisputed invoice or portion thereof shall be paid by PWD not later than ninety (90) days after receipt.

2. The prices effective for each project shall be those in effect pursuant to Schedule "B" on the date the project is completed.

3. No less frequently than every six (6) months, PGW will provide PWD with an updated Prudent Main List with Mains rank-ordered for replacement priority from 1 through 1,000, with "1" being of the highest priority. Except as required by applicable

law, PWD shall not disclose to any other persons or entities the existence, nature or subject matter of the Prudent Main List, except solely to employees, contractors, or consultants with a need to know.

4. For a period of three (3) years from the completion of any project subject to this Agreement, the parties shall maintain complete records of all books, documents, papers, records, supporting costs, proposals, accounting records, employee time sheets, payroll records, and other documents pertaining to costs incurred in performing the work on the projects that are the subject of this Agreement. In any year of the term, PWD may examine, with PGW's cooperation, the records of up to five (5) individual projects with a value of less than \$100,000 each, in order to evaluate whether unit pricing, rather than work order pricing for such projects, is cost effective for PWD. Such examination shall be for informational purposes only.

9. Compliance. The parties shall comply with all applicable federal, state, and local laws, rules, and regulations, either in existence or as may be imposed in the future, including Title 31 U.S. Code § 1352, which prohibits funds from being expended by the recipients or any lower tier sub-recipients of a federal contract grant, loan or cooperative agreement to pay any person for influencing or attempting to influence a federal agency or Congress in connection with the awarding of any federal contract, the making of any federal grant or loan, or the entering into of any cooperative agreement.
10. Choice of Law. This Agreement shall be governed by and construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania, without reference to conflicts of law.
11. Counterparts. This Agreement may be executed by the parties hereto in any number of separate counterparts and all of such counterparts when together shall be deemed to constitute one and the same instrument.
12. Severability. If any provision of this Agreement or the application thereof to any person or circumstances shall to any extent be held invalid, then the remainder of this Agreement or the application of such provision to persons or circumstances other than those as to which it is held invalid shall not be affected thereby, and each provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.
13. Duly Authorized Representative. The signatories to this Agreement are duly authorized to execute this Agreement on behalf of PWD and PGW.
14. Binding Agreement. The respective rights and obligations provided in this Agreement shall bind and shall inure to the benefit of the parties hereto, their legal representatives, successors and assigns.
15. No Waiver. Nothing contained herein shall constitute any commitment, obligation or intent on either party to forebear from exercising its rights and remedies in the event of a default hereunder.

16. No Disclosure. Except as required by applicable law or regulation, the parties agree not to share or disclose this agreement or the terms herein contained with any non-party.
17. Integration. This Agreement contains all the agreements, conditions, understandings, representations and warranties made between the parties hereto with respect to the subject matter hereof for the time periods set forth herein and supersedes all prior negotiations, letter agreements and proposals (either written or oral). This Agreement may not be modified or terminated orally or in any manner other than by an agreement in writing signed by both parties hereto or their respective successors in interest.
18. Further Assurances. The parties agree to execute such further and other documents and instruments and take such further and other actions as may be necessary to carry out and give full effect to the transactions contemplated by this Agreement.
19. Notice. All notices and communications required to be given in writing under this Agreement shall be sent by United States mail, postage prepaid, or delivered by hand delivery with receipt obtained, to the addresses below or at such other addresses as PWD and PGW may designate in writing from time to time.

If intended for PWD:

Brian Mohl, Capital Programs Manager  
Philadelphia Water Department  
1101 Market Street, 2<sup>nd</sup> Fl. ARA  
Philadelphia, PA 19107

With a copy to:

J. Barry Davis, Esq.  
Divisional Deputy City Solicitor  
C/o Philadelphia Water Department  
1101 Market Street, 5<sup>th</sup> Fl. ARA  
Philadelphia, PA 19107

If intended for PGW:

Mike Jones, P.E.  
Philadelphia Gas Works  
800 West Montgomery Avenue  
Philadelphia, PA 19122

With a copy to:

Abby L. Pozefsky, Esq.  
S.V.P. and General Counsel  
Philadelphia Gas Works

800 W. Montgomery Ave  
4<sup>th</sup> Floor  
Philadelphia, PA 19122

All notices shall be deemed received five (5) calendar days after mailing or upon actual receipt, whichever is earlier.

20. It is understood and agreed that in entering into this Agreement, PFMC does so solely in its capacity as operator and manager of the municipally-owned Philadelphia Gas Works under the Agreement dated December 29, 1972 between PFMC and the City of Philadelphia, as amended from time to time, and not otherwise; and further, that any payments required to be made by PFMC as a result of or arising out of its entering into this Agreement shall be made solely from the revenues of the Philadelphia Gas Works.

**IN WITNESS WHEREOF**, PGW and PWD have caused this agreement to be executed by their duly authorized representatives as of the date first above written.

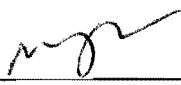
Attest:

By:

Name: Abby L. Pozefsky

Title: Assistant Secretary

Approved:

  
Romulo L. Diaz, Jr., City Solicitor

PHILADELPHIA FACILITIES  
MANAGEMENT CORPORATION, in its  
capacity as operator and manager of  
Philadelphia Gas Works

By:

Name: Thomas E. Knudsen

Title: President and CEO

THE CITY OF PHILADELPHIA  
by and through its WATER DEPARTMENT

By:

Name: Bernard Brumwiler

Title: Commissioner

**SCHEDULE "A"**  
**REIMBURSEMENT CATEGORIES AND**  
**PERCENTAGE REIMBURSEMENT**

<b>Pipe Type for Main and Associated Service Replacement/Renewal</b>	<b>PGW Gas Prudent Main List Rank<sup>1</sup></b>	<b>Physical Interference Work</b>	<b>Slope Interference Work<sup>2</sup></b>	<b>Practical Min. Footage Allowance<sup>3</sup></b>
<b>Cast Iron</b>	1-250	0%	0%	0%
" "	251-500	25%	25%	25%
" "	> 500	50%	50%	50%
<b>Ductile Iron</b>	1-250	0%	0%	0%
" "	251-500	25%	25%	25%
" "	> 500	50%	50%	50%
<b>Plastic Main</b>	1-250	0%	0%	0%
" "	251-500	25%	0%	25%
" "	> 500	50%	0%	50%
<b>Unprotected Steel</b>	1-250	0%	0%	0%
" "	251-500	25%	0%	25%
" "	> 500	50%	0%	50%
<b>Cathodically Protected Steel</b>	1-250	0%	0%	0%
" "	251-500	25%	0%	25%
" "	> 500	50%	0%	50%

**NOTES:**

<sup>1</sup> Prudent Main List rank for a project shall be as of the date that PGW receives a project review request for a project from PWD.

<sup>2</sup> Notwithstanding the chart percentages for Slope Interference Work, **no** reimbursement shall be paid to PGW for Slope Interference Work relating to Main laid after 1976 if PGW re-lays the replacement Main of the same size in the same location.

<sup>3</sup> Notwithstanding the chart percentages for Practical Minimum Footage Allowance Work, the value of such reimbursement may not exceed 15% of the value of the qualifying enforced footage.

**SCHEDULE "B"**  
**REIMBURSEMENT PRICING**  
**PGW FY 2004**

**MAIN PRICING FOR JOBS UNDER \$100,000**

<b>SIZE</b>	<b>UNIT COST PER LINEAR FOOT</b>
10" and Smaller Low Pressure Mains	\$122 Linear Foot
All High Pressure Mains	\$180 Linear Foot
12" and Larger Low Pressure Mains	Per individual project work order

**MAIN PRICING FOR JOBS \$100,000 AND OVER**

<b>SIZE</b>	<b>UNIT COST PER LINEAR FOOT</b>
10" and Smaller Low Pressure Mains	Per individual project work order
All High Pressure Mains	Per individual project work order
12" and Larger Low Pressure Mains	Per individual project work order

**SERVICE RENEWALS/REPLACEMENTS PRICING FOR JOBS UNDER \$100,000**

<b>SIZE</b>	<b>UNIT COST</b>
1.25" and smaller	\$1557
2" and greater	\$8733

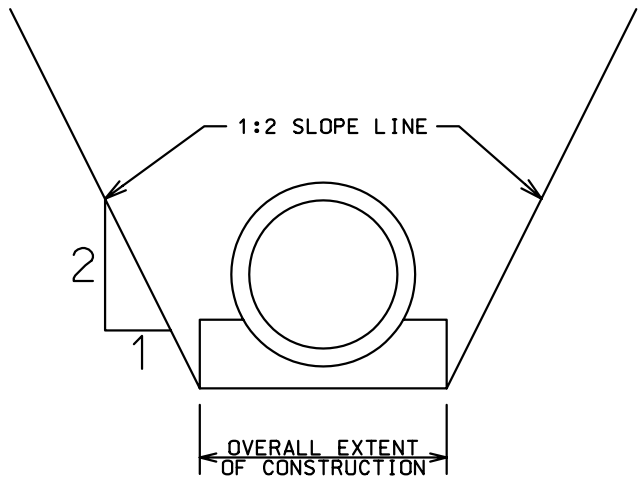
**SERVICE RENEWALS/REPLACEMENTS PRICING FOR JOBS OVER \$100,000**

<b>SIZE</b>	<b>UNIT COST</b>
1.25" and smaller	Per individual project work order
2" and greater	Per individual project work order

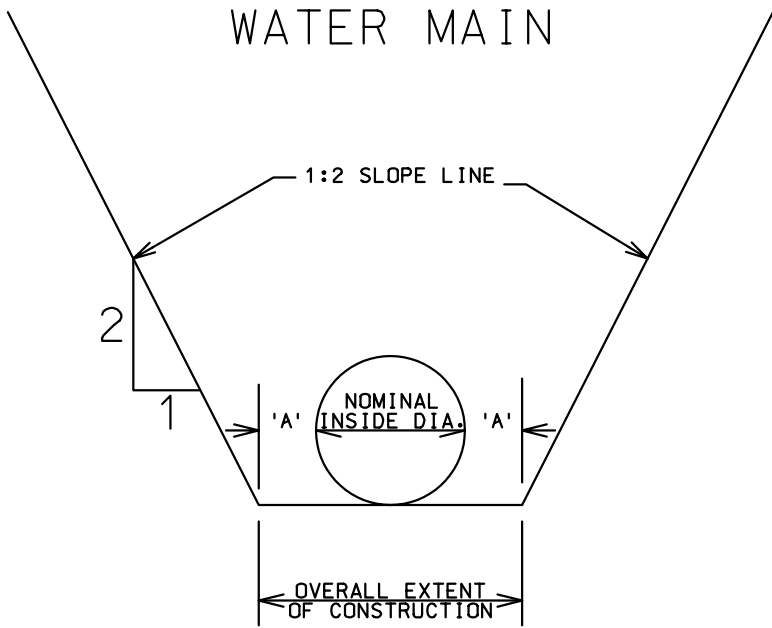
The parties acknowledge that with the exception of individual work orders, the prices listed above are derived from PGW's Capital Budget. Accordingly, this Schedule "B" shall be deemed to be automatically amended from time to time to reflect currently approved unit prices for the foregoing categories in PGW's current Capital Budget (as approved by the Philadelphia Gas Commission). Such changes shall be valid and applicable each year during the term for projects completed during that PGW Fiscal Year (i.e., September 1 to August 31). The parties acknowledge that unit prices shall be effective for the entire applicable PGW fiscal year, notwithstanding the actual approval date of the Capital Budget.

**SCHEDULE "C"**  
**SAMPLE INVOICE WITH ATTACHMENTS**

SEWER STRUCTURE



WATER MAIN

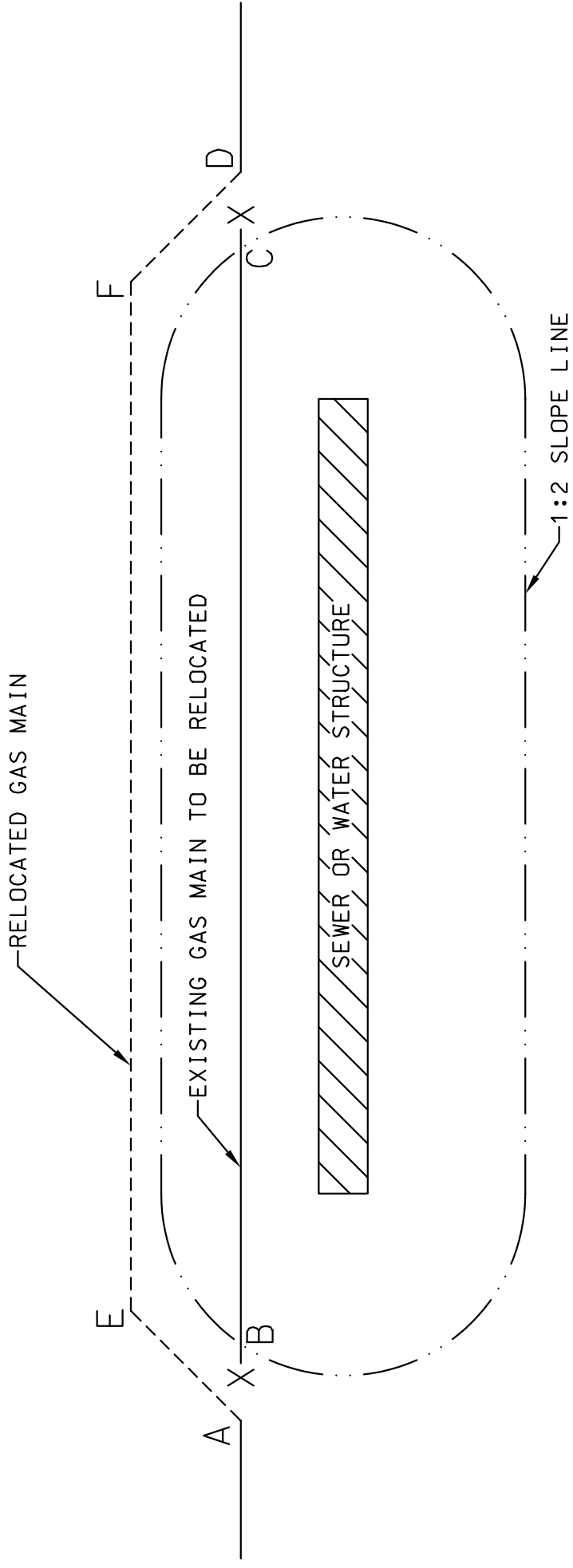


NOMINAL INSIDE DIA.	'A'
6" DIA. & LESS	6"
OVER 6" DIA. & LESS THAN 24" DIA.	8"
24" DIA. & OVER	12"

FIGURE 1

T.K. 2-16-2011





POINTS (A) AND (D) AND DISTANCE (AEFD) TO BE SUCH AS TO GIVE  
THE PRACTICAL MINIMUM FOOTAGE AS GOVERNED BY LOCAL PHYSICAL CONDITIONS

FIGURE 2

# Full Width Reconstruction Roadway Grading Plan Procedure

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## 1. Survey and Base Plan

- 1.1. Contact City Surveyor to get an established Control Point (Bench Mark)
- 1.2. Obtain elevation shots for the entire block at 25 foot stationing from the P.I. to the P.I. as well as at the P.C.'s and the Houseline of the perpendicular street. At each location there should be seven (7) elevation shots generating a cross section of the street. These shots consist of the following:
  - Houseline or protruding property feature such as steps or window wells (both sides)
  - Top of curb (both sides)
  - Gutter (both sides)
  - Centerline
- 1.3. In addition to the shots taken at the 25 foot station intervals, survey shots shall also be taken at above ground property protrusions into the footway such as steps, window wells, cellar doors etc. The shots taken at these points shall consist of:
  - Edge of property feature where it intersects with the footway. In the case of steps, the shots would be taken at the bottom step where it intersects with the footway. (relevant side)
  - Top of curb (relevant side)
  - Gutter (relevant sides)

## 2. Design Parameters

- 2.1 The target range for footway cross slopes is 1 - 3%.
  - In many circumstances existing footway slopes exceed this limit. Raising the curb elevations would be the first preference to achieve an adequate cross slope in order to avoid noticeable changes at the building/house line. Any adjustments at the houseline or steps shall be minimal and within building code and may be subject to consent of the property owner.
  - Where there are localized areas where a 3% slope is exceeded even after raising the curb, the designer shall discuss and obtain consensus with Jack Betanski. Also, areas with less than a 1% slope will need to be discussed with Jack Betanski.
- 2.2. The roadway designer shall work closely with Jack Betanski in regards to the number of allowable breaks in the curb slope along a block. The goal is to raise the curb along the block so that the footway cross slopes in front of the majority of the properties are within the 1 - 3% range without creating an unsightly street appearance due to excessive breaks in the curb slope.
- 2.3. The grade of the top of curb and gutter shall be the same. Gutter-line grade shall not be less than 0.5%.
- 2.4. Roadway design layout shall be presented as per the sample Roadway Grading Plan.
- 2.5. The demarcation point between the roadway design and the ramp design shall be approx. 15 feet from the houseline of the perpendicular streets. Grading within the 15 foot transition zone (shown as shaded on the Roadway Grading Plan) will be addressed on the ramp design plans under a separate submission to Streets.

## 3. Submission and Approval

- 3.1 After the design is complete, submit the proposed Roadway Grading Plan to Jack Betanski for review and approval. The submission shall consist of:
  - CAD file in AutoCAD 2012 format
  - PDF of the proposed plan
- 3.2 Upon approval, the designer should forward a mylar print of the approved Roadway Grading Plan to Jack Betanski for signature. Revise the signature block on the sample plan from District Surveyor to Streets Department. The signed mylar plan will be returned to the designer for inclusion into the final project plan set.
- 3.3 Design of ADA ramps shall not be incorporated into the Roadway Grading Plan package. These will be handled under a separate submission and review process to the Streets Department.

[Back to Appendix IV](#)

# Instructions for Filling in the Pre-EPS Submission Checklist

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The Pre-EPS Submission Checklist is shown on pages 2 through 5 of this Appendix IVi. However, when filling in the checklist you should use the Form Fill PDF from the home page of the website under Working Sheets and Forms, Appendix IVi. Do not put two State Routes on one checklist. A separate checklist is required for each State Route.

The **applicant** is always PWD. The Job # is the 5 digit PWD Job number without the prefix or suffix. The Business Partner ID (BPID) for PWD is 006697.

For both submittals, the **Project Contact** is the PWD Project Engineer assigned to the job. The Engineer/Designer is the PWD Project Engineer or the Project Engineer for the consultant. The Business Partner ID (BPID) doesn't have to be filled in.

The **Project Location** is the street location(s) in the State Routes only. **Permit Type** is the type of work being performed in the state route, any of which apply, Water, Sewer, Storm (Green included), ADA, etc.

For the **Work Summary**, write a short description of the work to be performed in the State Route. (eg: Water Main Relay, Stormwater Trench, ADA Ramps, etc) To find State Route segments and offsets, go to the PENNDOT videolog at <http://www.dot7.state.pa.us/videolog/>. Select one of the ways to locate the state route. (The remainder of these instructions will assume Street Name was selected) Input Philadelphia County (County 67) at the bottom of the county list (alternatively type Phi into the field and Philadelphia will come up). Select the State Route being worked on, zoom in on the map and navigate to the area of work. The image that appears is a photo taken at that point. If it is a 2 way street, the button on the right under the image will switch the view direction. Use the arrows below the image to move to a point where the start of construction can be easily seen in the photo. If you are off a little is ok so long as you can clearly see the starting point. PennDOT just wants to see what the area looks like. Note the segment and offset in the information to the right of the image, write these numbers in for the start segment and offset. Navigate to the end of the construction and repeat the previous steps for the end segment. For additional help with using videolog, the videolog has a help page in the upper right of the webpage, which is accessible by clicking on the question mark.

For **Fees**, only work in the state routes should be counted. Calculate the fees as stated. When the proposed work is located in an intersection of a State Highway and a City Street, the State Highway shall extend up to the projected curb lines of the State Highway.

For **Attachments**, the submission will always be done by the applicant, which is PWD. To change the selection on the yes/no questions in the PDF, drag the circles over the correct selection for the project. For the location map use a PDF of the Contract Plan with the work area inside of the State Route highlighted with a red box drawn around it.

For the **ADA Ramps** affected, leave these lines blank for the 70% submittal of this form. After receiving the paving letter with the ramp locations from the Streets Department, prepare an additional checklist for ADA ramps only (for the work summary write ADA Ramps). See Section 6 D.6.b for information on that procedure.

GPIS will always be Yes. If you do not have access to the GPIS system, you should ask PWD for the GPIS number.

Overlay information should be left blank on the 70% submittal. PennDOT's review letter will let you know if an overlay will be required.

The number of work days can vary depending on many circumstances. However, as a rule of thumb, with no extenuating circumstance, use 21 ft/day for a water relay, 12 ft/day for sewer reconstruction, 5 days per ADA ramp, and xxx ft/day for a tree trench. These numbers should be adjusted to account for individual job conditions. {117}

[Back to Appendix IV](#)



## Philadelphia County Highway Occupancy Permits Pre-EPS Submission Checklist

### PROJECT DETAILS

Applicant: \_\_\_\_\_ BPID: \_\_\_\_\_

\_\_\_\_\_ Job #: \_\_\_\_\_

\_\_\_\_\_

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Prelim Job#: \_\_\_\_\_

Project Contact: \_\_\_\_\_

Phone & Email: \_\_\_\_\_

Engineer/Designer: \_\_\_\_\_ BPID: \_\_\_\_\_

Phone & Email: \_\_\_\_\_

Project Location: \_\_\_\_\_

Permit Type (water, gas, storm sewer etc): \_\_\_\_\_

### WORK SUMMARY AND LOCATION

Work Summary (1): \_\_\_\_\_

State Route (1) (Number and name): \_\_\_\_\_

Start Segment and offset (use video log for assistance): \_\_\_\_\_

End Segment and offset (use video log for assistance): \_\_\_\_\_

Work Summary (2): \_\_\_\_\_

State Route (2) (Number and name): \_\_\_\_\_

Start Segment and offset (use video log for assistance): \_\_\_\_\_

End Segment and offset (use video log for assistance): \_\_\_\_\_



## Philadelphia County Highway Occupancy Permits Pre-EPS Submission Checklist

Work Summary (3): \_\_\_\_\_

State Route (3) (Number and name): \_\_\_\_\_

Start Segment and offset (use video log for assistance): \_\_\_\_\_

End Segment and offset (use video log for assistance): \_\_\_\_\_

### FEES

Is project for a government political subdivision / authority / agency: Y / N

Is opening < 100 Feet in length in State Right of Way (including sidewalk): Y / N

If both above are Y, no permit fee is required. If either is N, permit fees are required

Permit Application Fee: \$ 50

Inspection fee:

\*Number of openings 100 feet in length in pavement: \_\_\_\_\_ @ \$ 40 each = \$ \_\_\_\_\_

\*Number of openings 100 feet in length in footway: \_\_\_\_\_ @ \$ 10 each = \$ \_\_\_\_\_

Total fee (application fee + inspection fee): \_\_\_\_\_

\*openings in the State Right-of-Way

### ATTACHMENTS

Is EPS submission being done by the: APPLICANT or DESIGN CONSULTANT

Is work in the State Right-of Way highlighted on the design plans: Y / N

ADA (Curb Cut) Ramps affected Y / N

If ADA (Curb Cuts) are involved, provide ADA job Numbers

PennDOT: \_\_\_\_\_ City: \_\_\_\_\_

Other:

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## Philadelphia County Highway Occupancy Permits Pre-EPS Submission Checklist

City of Philadelphia GPIS permit obtained Y / N

If Yes, provide GPIS Number: \_\_\_\_\_

City of Philadelphia Street Closure permit obtained Y / N

### MPT

Can work be done under traffic and without a detour Y / N

Publication PATA 213 figures that would be appropriate for this project

- 101 - Short Term Conventional Highway - Work space on or beyond the shoulder (no roadway encroachment)
- 102 - Short Term Conventional Highway - Work space on or beyond the shoulder (minor roadway encroachment)
- 103 - Short Term Conventional Highway - Work space has a major encroachment on the roadway
- 128 - Short Term Conventional Highway - Sidewalk closure; pedestrian diversion
- 129 - Short Term Conventional Highway - Sidewalk closure; pedestrian diversion

### OTHER

Will this project require an overlay Y / N

Approximate limits of the overlay \_\_\_\_\_

\_\_\_\_\_

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Is a Department paving project forthcoming

Y / N



## Philadelphia County Highway Occupancy Permits Pre-EPS Submission Checklist

### Inspection Estimate

A) Approximate number of work days (within State Right-of-Way): \_\_\_\_\_

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B) Approximate inspector hours per work day: \_\_\_\_\_

C) Inspector Hourly Rate: \_\_\_\_\_

D) Approximate inspector miles per work day: \_\_\_\_\_

E) Inspector Mileage Rate: \_\_\_\_\_

F) Estimated increase due to more involved operations: \_\_\_\_\_

Approximate Inspection  $\{(A*B)*C)+(A*D)*E)+F\}$ : \_\_\_\_\_

### ADDITIONAL NOTES

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