



Compliance Guidelines for Construction **in Downtown Fort Worth**



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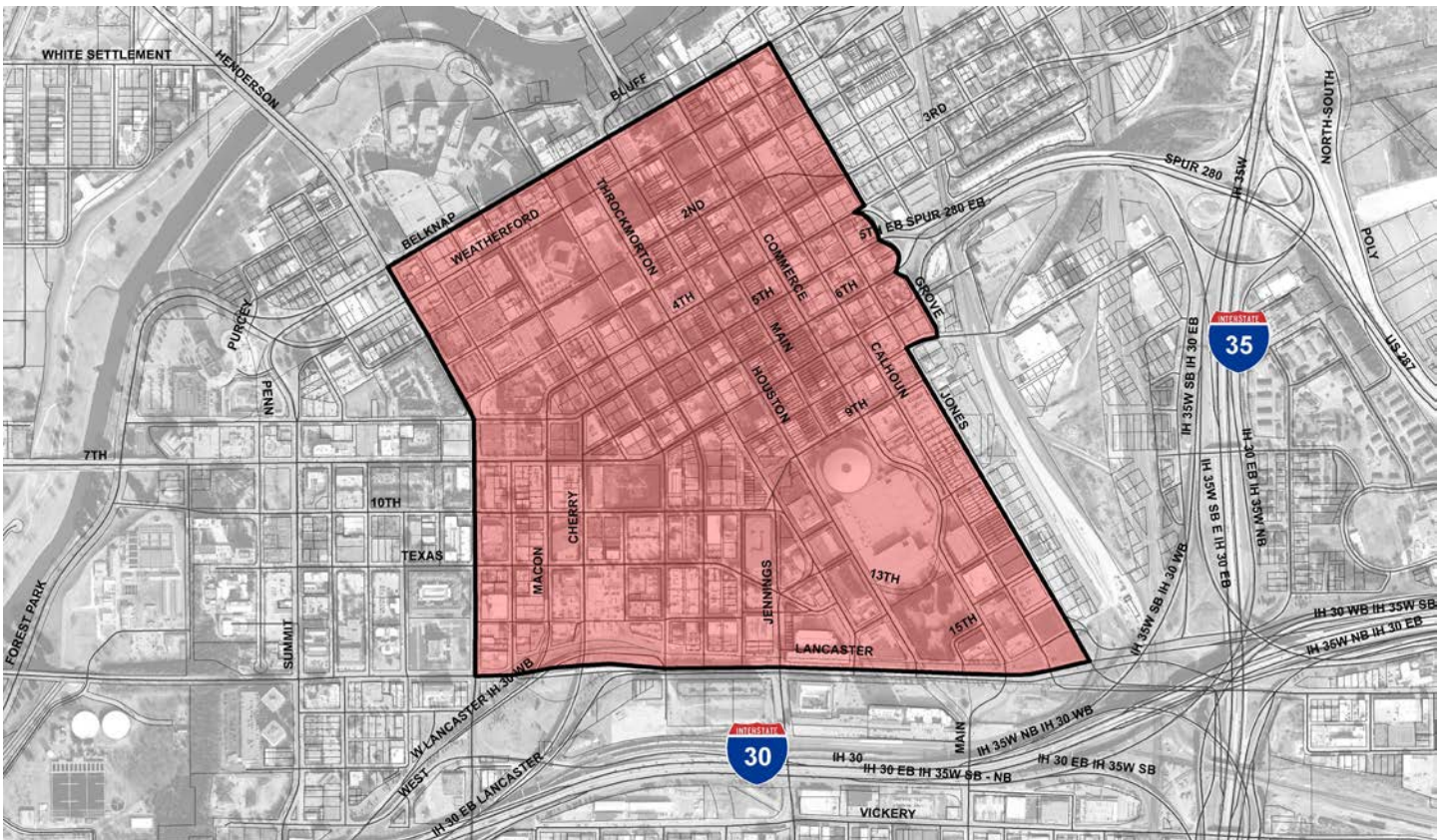
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Introduction

1.0

1.0 Introduction



Above: Boundary for the Compliance Guidelines for Construction in Downtown Fort Worth. Bound on the North by Belknap Street, South by Lancaster Avenue, East by Jones Street and West by Henderson Street.

Downtown Fort Worth strives to build upon its image as the most vibrant, walkable, mixed-use urban center in the region by focusing on exceptional design of both private and public places. Its special character is defined by the quality of the public realm and its outdoor, pedestrian-friendly environment. To meet these goals, it is important to provide a visually appealing and safe environment for all users during construction.

Downtown is a compact urban area with significant vehicular and pedestrian traffic on a daily and nightly basis as well as during community events. The urban built environment is more demanding than what is typically found in suburban or green-field sites. Pedestrian and vehicular access and investments made in the streetscape should be maintained in a safe and convenient manner.

It is essential that developers, contractors and sub-contractors respect and reinforce Downtown's goals and the District's mixed-use nature. Construction should be completed efficiently while maintaining a livable, vibrant and desirable public realm for residents, retailers, workers and visitors.

The purpose of this policy is to provide a set of guidelines for construction projects affecting the Public Right-of-way and public realm in Downtown. This document will summarize requirements and expectations prior to, during and upon completion of construction.



1.1 Purpose

The purpose of the Compliance Guidelines for Construction (CGC) is to provide a clear, comprehensive document articulating the expectations for construction projects within the Downtown's boundaries (page 4). The CGC provides developers, general contractors, sub-contractors and all other trades with clear expectations when working within the District. The CGC addresses the expectations for the work that takes place within the Public Right-of-way as it impacts vehicular and pedestrian traffic flow, access to parking and any damage to Downtown's streetscape assets made during construction. The general contractor or property owner will be held accountable if these guidelines are not met per City ordinance(s).

1.2 Context

Downtown Fort Worth strives to build upon its image as the most vibrant, walkable, mixed-use urban center in the region by focusing on exceptional design of both private and public places. Downtown is experiencing significant development in the core and on the periphery. It is a cultural and entertainment destination, and hosts the highest concentration of employment in Tarrant County. Substantial investment in historic restoration, adaptive reuse, and new construction has created a rich blend of contemporary and classic architecture and an increasing diversification of land use.

1.3 Goals

Minimize Adverse Construction Impacts on Residents, Retailers and Site Users

- All projects should be respectful of the needs of current users by managing disruption to pedestrian and vehicular flow, on - street parking, excess noise and visual condition of the project site. This includes clear communication, e.g. notifications to neighbors of construction schedule, meter bagging and other disruptive events.
- The CGC methods to plan and organize the project site and construction process to minimize disruptive impacts of development and construction within Downtown.

Minimize Disruption and Damage to Existing Landscape / Hardscape

- Provide design and construction management guidelines so that the current streetscape is improved and enhanced by new construction.

Safety of Pedestrian Domain

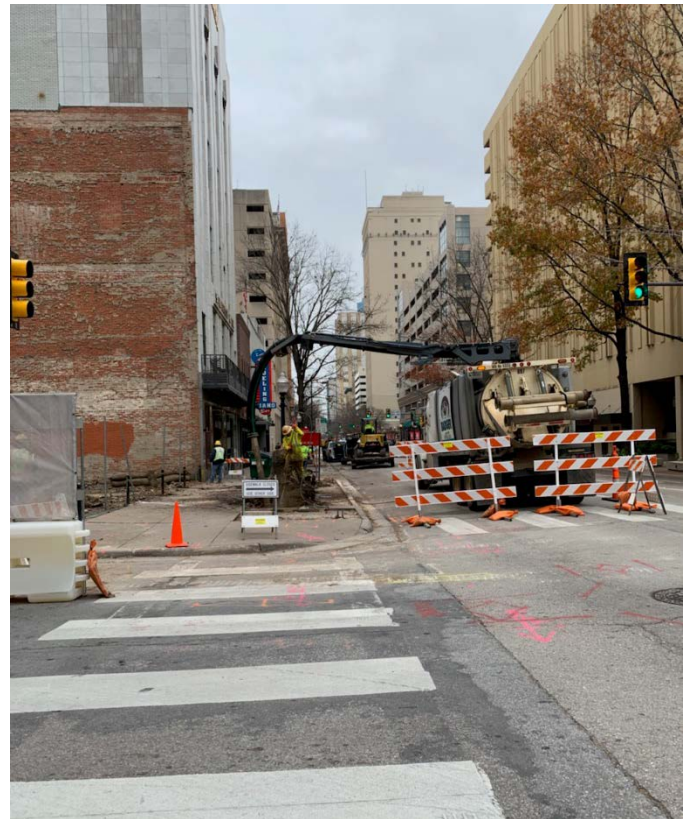
Contractors must provide a safe pedestrian environment for residents, workers and visitors in the District by providing:

- Sidewalks and temporary passage ways that are clear of hazards such as uneven paving and obstacles and provide active traffic management to prevent conflicts between pedestrians and construction activities.
- Continuous pedestrian access on both sides of the street at all times during construction. Pedestrian circulation along streets should be maintained in a safe and accessible manner with adequate lighting, pedestrian protection from falling debris and American with Disability Act (ADA) compliant travel surface (minimum 4 feet in width).

- Clear signage and appropriate light levels should be provided to eliminate confusion and maintain safe passageways. Night lighting should include approved temporary lighting on fences and perimeters of the site and be maintained throughout duration of construction a minimum foot-candle level of 1 to provide safe lighting levels for vehicular traffic on the street and within the pedestrian domain and at all street intersections.

1.4 Applicability

All new construction, exterior renovation, site impacts or utility projects proposed within Downtown as mapped (page 4) are subject to the CGC. Failure to follow these guidelines could result in code citations and fines. The City reserves the right to apply the CGC inside and outside the downtown boundary at its discretion. Contractors will be informed at the pre- construction meeting if the CGC will apply.



Guidelines

2.0



2.0.1 List of Plans

1. Project Schedule
2. Site Plan
 - Construction Fencing
3. Traffic Control Plan (TCP) includes:
 - Pedestrian Access Plan/ Sidewalk Shed Plan
4. Communication Plan
5. Parking Meter Bagging Plan
6. Site Clean Up and Repair Plan
7. Traffic Conduit Plan (for utility work)

City of Fort Worth - Contact Information

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Guidelines

2.1 Pre-Construction

2.1 Pre-Construction



2.1.1. Meetings with the City of Fort Worth

Pre-Construction Meeting

- The City of Fort Worth Department of Transportation and Public Works (TPW) staff or its consultant will review all required plans to avoid any conflicts with specifications or design. The Traffic Control Plan must be signed and sealed by a professional engineer.
- A mandatory pre-construction meeting with the City is required to review these CGC and execute the Receipt and Acknowledgement of Guidelines (section 4.0, page 34).
- All permanent and temporary modifications to existing streetscape conditions must be approved in writing by the Downtown Design Review Board (DDRB), TPW and the City Forester.



2.1 Pre-Construction

2.1.2. Traffic Control Plan (TCP)

A Traffic Control Plan (TCP) will be submitted to TPW prior to the start of a project and shall be signed and sealed by a professional engineer. This plan should include:

- Road Closure Schedules: A master road closure / Right-of-Way permit plan shall be developed and submitted anticipating major construction events such as initial demolition, excavation, concrete pours, temporary crane assembly, etc. Daily work hours should be included.
- Truck Routes: The City has designated truck routes and delivery routes through downtown. The project must follow the designated routes and specify any additional routes necessary to complete operations. Project routes shall be oriented to minimize traffic congestion and maximize pedestrian safety. See page 12 for routes.
- On-site Vehicle Limitations: All construction related vehicle activities shall be defined.
- Traffic Control Signs:
 - Should be limited to the fewest and smallest needed to safely control traffic.
 - Low volume and minimum standards for Temporary Traffic Control Zone Signs should be used.
 - **30 inch sign are preferred.**
 - **36 inch signs are the maximum allowed.**
 - Sandbags are discouraged to anchor signs. Broken sandbags should be removed immediately.
 - Signs not removed at the end of construction or daily for franchise utility projects shall be in violation and the general contractor shall be subject to a fine as per City Ordinance(s).

Note: Use of Public Property agreements are required for closures over three (3) days.



Above: May be approved for projects longer than 18 months at the discretion of TPW.

2.1 Pre-Construction



Above: An example of a Traffic Control Plan (TCP).



Legend

CATEGORY NAME

- Truck Route
- Commercial Delivery Route

Above: Fort Worth Truck Route Map

2.1 Pre-Construction

2.1.3. Standard Construction Schedule for Project Timelines

A standard construction schedule including all project phasing, with item details, and specific item completion dates or duration of phasing may be required. The schedule will be developed using project management software or Excel and emailed or delivered electronically to the City as a PDF.

2.1.4. Contractor Communication Plan

The general contractor will maintain regular communication with the City (contact listed on page 8) and impacted parties. Impacted parties may include properties within a one-block radius from the outer edge of the construction and other organizations such as:

- property owners,
- retail tenants,
- residential neighbors/ Condo Association/ Building Manager,
- permitted events,
- Downtown Fort Worth, Inc. (DFWI)

The general contractor shall create a list with contact information for each of the impacted parties and submit it to the City (contact listed on page 8) for review and approval. Regular communication includes an introductory e-mail to the impacted parties explaining the project scope and schedule.

- The introductory e-mail will provide the impacted parties with the general contractor's point of contact name and contact information, and
- If necessary, an invitation to any pre-construction meeting(s) between the general contractor, City and impacted parties.

For franchise utility projects located in Downtown, the contractor will distribute notification letters a minimum of 48 hours (2 business days) to all businesses, residents and major stakeholders being impacted by construction or lane closures, as well as, the City inspector. The letter should include details such as:



- 24/7 contractor and utility contact information
- Identify proposed method of construction
- Proposed impact to traffic or pedestrian lane closures
- Location where lane closures and construction will take place

Following the pre-construction meeting, the general contractor will send out a monthly (and as needed) informational e-mail to the City and impacted parties with updates on the construction schedule and to alert the parties to activities that will negatively impact the retailers and business owner's ability to conduct business on a normal basis.

These events will include but not be limited to:

- street and lane closures;
- bagging of parking meters (where and for how long);
- utility excavations;
- sidewalk closures;
- significant change to construction plans;
- other

The City reserves the right to hold mandatory construction meetings to review logistics and to make certain that all general contractors are aware of and are coordinating construction logistics within the district and with the City. The general contractor shall provide updates to their schedules during these meetings and alert the City to any major anticipated disruptions. These meetings are attended by construction project superintendents, City staff, DFWI staff and project representatives. The meeting provides an opportunity for construction projects representatives to collaborate on shared construction management issues and schedule.

2.1 Pre-Construction

2.1.5. Public Safety Plan

All projects located within Downtown should uphold the utmost respect for public health and welfare. A public safety plan should be provided by the general contractor to address public and worker safety.

Temporary guardrails, construction barriers, pedestrian walkways, building materials and equipment storage, protective canopies, field offices and similar items are not allowed on Public Right-of-way without prior review and acceptance from the City. A temporary encroachment agreement may be required.

Pedestrian Safety

1. Areas for pedestrian traffic shall be clearly marked at the construction site.
2. To access retail spaces, pedestrian passageways (sidewalk shed) are required for long term projects (18 or more months). A minimum 4 foot wide walkway is required. See picture to right.
3. Sidewalks and temporary passageways must be clear of hazards such as uneven paving and obstacles and provide active traffic management to prevent conflicts between pedestrians and construction activities.
4. Public pedestrian traffic passageways that follows the existing sidewalk network around the construction site should be maintained so that slipping, tripping and falling hazards are eliminated.
5. Non-level surfaces shall be immediately repaired and prior to repair shall be delineated with high visibility markings, signs or notices.
6. Stairs must have a minimum of two (2) risers. Ramps must meet Federal ADA codes, Texas Accessibility Standards (TAS) and have handrails on both sides.
7. Elevated areas shall have safety guardrails.
8. Walking surfaces and other public areas affected shall be illuminated to a foot candle level of 1.



2.1 Pre-Construction

Falling and Wind-borne Objects

1. To prevent construction objects or debris from creating a public hazard, barriers, catch platforms, enclosures, perimeter or vertical debris netting or other administrative or engineering controls should be employed when warranted.
2. Public areas adjacent to the job site shall be protected by sheds, overhangs, perimeter netting systems, platforms, scaffolding or similar structures to protect pedestrians from falling objects or debris.
3. Construction material, tools, debris, waste, equipment or other items shall be contained, secured, tied off, removed, braced, enclosed or restrained so that they do not fall, blow away or enter public areas.

2.1.6. Pedestrian Access Plan

While covered walkways are necessary as a safety mechanism, they are also necessary for pedestrian access to ground-floor retail and businesses.

1. All sidewalks should be safely maintained for pedestrian use or a temporary sidewalk should be constructed to allow for pedestrian access. Sidewalks should not be closed unless work is conducted on the sidewalk itself or required by the City.
2. Continuous pedestrian access on both sides of the street should be maintained and kept open during construction. Exceptions may be granted on a case by case basis as determined by City staff.
3. Pedestrian circulation along streets should always be maintained in a safe and accessible manner with adequate lighting, semi enclosed with a safe roof to protect pedestrians from falling debris, and American with Disability Act (ADA) compliant travel surface.



2.1 Pre-Construction



2.1.7. Construction Parking / Staging Plan

Street parking is intended for the use of visitors and shoppers to the area. Contractors will provide written notification to staff and sub-contractors regarding parking alternatives to discourage use of parking meters.

- Feeding of the meters after the stated time limit is not allowed and is enforced by the City. Fines and tickets will be issued to violators.
- Workers are not allowed to stage or work from thru traffic lanes without a street use permit or a Use of Public Property agreement.

A specific parking plan for all contractors and tradesmen will be provided to the City prior to starting demolition and/or construction. The Parking Plan must include:

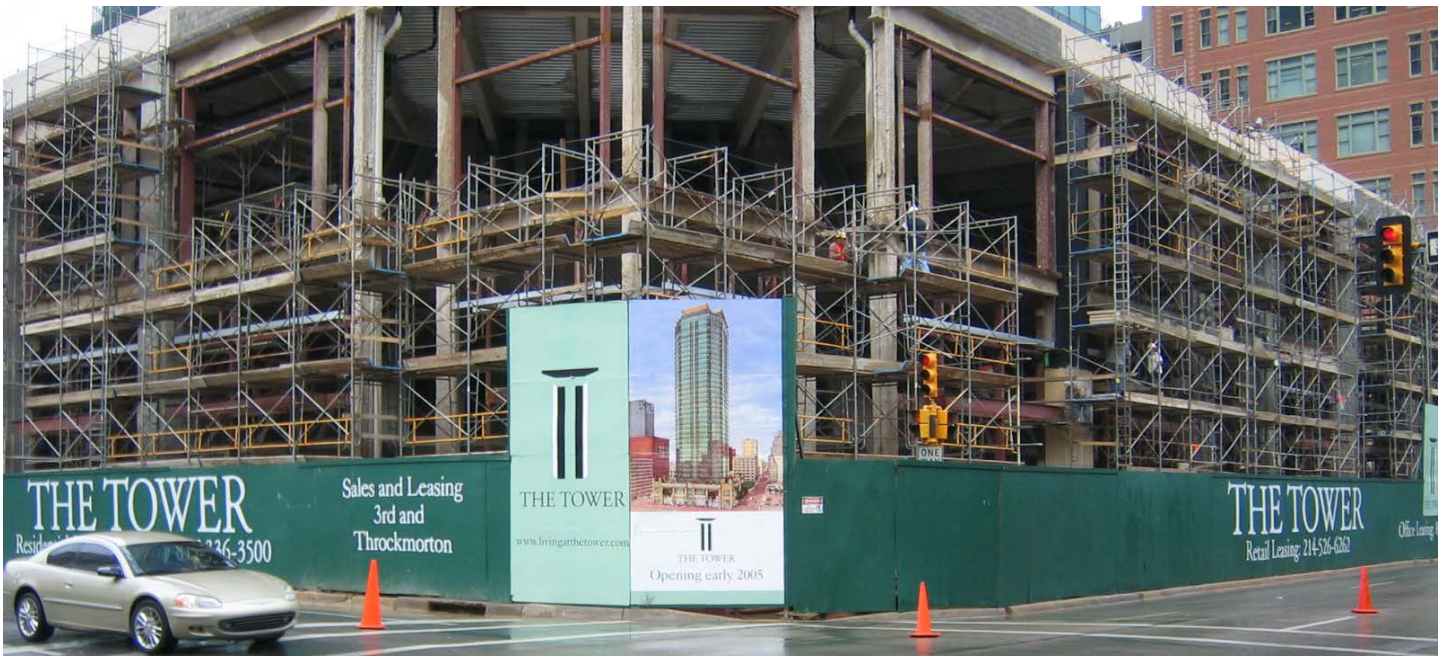
- Parking demand timeline identified for various phases of the life of the project including approximate daily numbers of anticipated workers.
- Securement of appropriate off-site parking locations and/or an employee shuttle system.
- Proof such a shared parking agreement that these spaces are in place is to be shared with City staff.

The contractor will be responsible for the daily monitoring and implementation of this plan, including sub-contractors and will respond to complaints from stakeholders and retailers regarding noncompliance.



Above the photos show how to stage from thru traffic lanes.

2.1 Pre-Construction

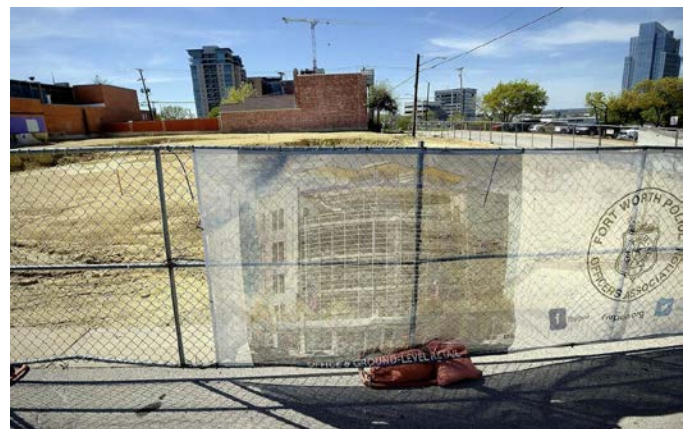


2.1.8. Construction Fencing and Management Logistics

All construction areas shall be secure using a fence or other approved barrier. Any fence or device used must meet the following specifications:

- Fencing should be a minimum of six feet (6') in height and constructed out of chain-link fence with mesh windscreens (visual barriers).
- Decorative construction fences may be allowed at the discretion of the DDRB.
- Construction fencing shall be maintained in a professional manner with straight upright support poles, tight fencing and netting that does not sag or bow in or out.
- Fencing shall be maintained in a visually attractive manner.

The proposed fencing enclosure design must be submitted to the DDRB for review and approval prior to installation. The review will include location, quality, appropriateness and visual graphics.



2.1 Pre-Construction



2.1.9. Signage Plan

A project signage plan must be submitted to the DDRB for review prior to installation of the construction fencing. The following are signage requirements:

- Signage should be organized and condensed into a single composition indicating developer, general contractor, architect, and any subcontractors.
- Off - premise advertising on site fencing is not allowed.
- Signage must clearly note the emergency phone number for off hour calls.
- A single free-standing project sign may be allowed but must be submitted to the DDRB for review and approval prior to installation.
- Signs noting that businesses are open and accessible at appropriate locations.
- Clear signage and light levels with a 1 foot candle shall be provided to eliminate confusion and maintain safe passageways.
- Contractor will monitor and maintain signage daily.





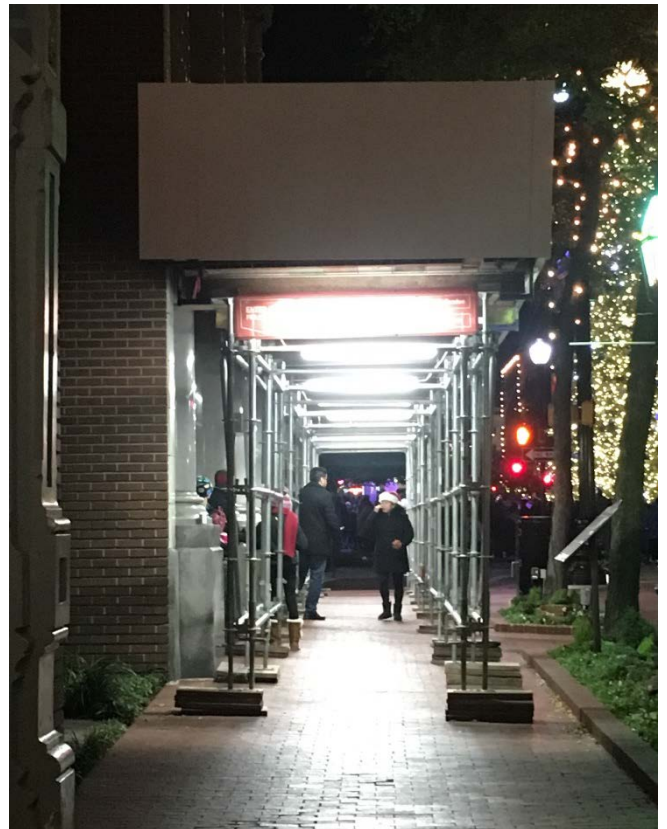
2.1.10. Lighting Plan

Right-of-Way Lighting for Pedestrian Safety

It is important to provide a higher quality of pedestrian lighting, particularly along sidewalks and walkways with higher volumes of nighttime pedestrian activity, specifically in commercial pedestrian districts. When ambient, street and pedestrian lighting is removed or compromised by construction, the contractor is required to provide temporary lighting at all times.

Night lighting must include approved temporary lighting on fences and perimeters and be maintained throughout the construction life cycle to provide safe lighting levels for vehicular traffic on the street and within the pedestrian domain and at all street intersections. Pedestrian lighting is typically at 1 foot candle.

Due to decreased lighting as a result of construction, the site superintendent is required to install appropriate lighting to ensure pedestrian and vehicular safety at all times.



Guidelines

2.2 Construction



2.2.1. Work During Holiday Weekends and Lunch Hours

As part of the community's good neighbor efforts, general contractors should curtail heavy construction work such as demolition, pile driving, major utility work, etc. during the period between Thanksgiving and New Year's and daily lunch hours.

- As per TPW's policy regarding issuing new permits in the right-of-way during the holiday period lanes closures should be avoided during this period.
- Construction workers should park off-site and not take up street parking as outlined in the parking plan.
- Bagging of the parking meters is discouraged during this period, especially during the weekends.



2.2.2. Special Events in Downtown

Downtown hosts several special events throughout the year. These are very popular with visitors and residents, often drawing thousands of visitors to the area. During these special events, the demand for parking is at a premium and pedestrian circulation, access and safety must be seamless.

As part of the community's good neighbor efforts, general contractors should curtail heavy construction work such as demolition, pile driving, major utility work, etc. during these event periods.

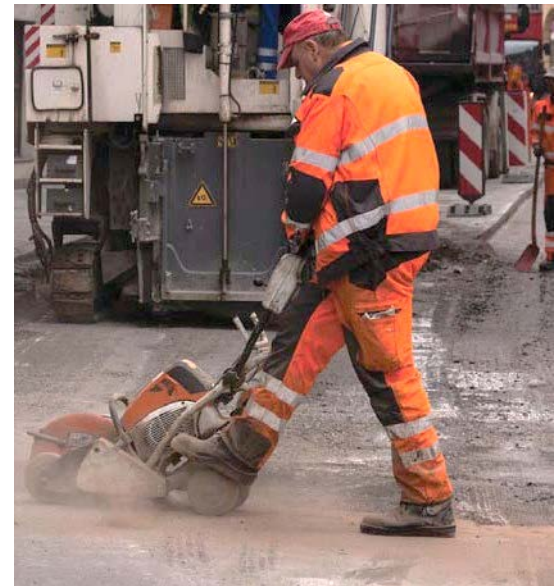
Examples of Major Events

Spring/ Summer

- Main Street Arts Festival
- Cinco de Mayo

Fall/ Winter

- Veteran's Day Parade
- Parade of Lights
- Tree Lighting
- Main Table
- Martin Luther King Jr. Day Parade
- Stock Show Parade



2.2.3. City of Fort Worth Noise Ordinance

The City of Fort Worth’s noise ordinance applies in Downtown, as well as, in the rest of the city. Ordinance No. 201- 91-05-2012

Table A: Allowable Sound Pressure Levels (in dB(A)) with Time of Day Allowance

Sunday- Thursday		Friday – Saturday	
7 AM - 10 PM	10 PM - 7 AM	7 AM - 2 AM	2 AM - 7 AM
80	70	80	70

- A. No person shall operate, or cause to be operated, any construction equipment nor conduct any construction activities, including, without limitation, preparation activities, job site deliveries, and job site pick-ups, on weekdays between the hours of 8:00 p.m. and 7:00 a.m. in a manner that exceeds the sound pressure limits of Table A.
- B. No person shall operate, or cause to be operated, any construction equipment nor conduct any construction activities, including, without limitation, preparation activity, job-site deliveries, and job-site pick-ups, on weekends between the hours of 8:00 p.m. and 9:00 a.m. in a manner that exceeds the sound pressure limits of Table A.
- C. Noise created by construction work within three hundred (300) feet of an occupied residential structure (including hotels) involving the erection, excavation, demolition, alteration, or repair of any building, structure, or flatwork is prohibited as follows:
 - Before 7:00 a.m. or after 8:00 p.m. Monday-Friday
 - Before 9:00 a.m. or after 8:00 p.m. Saturday-Sunday



2.2.4. Bagging of the Parking Meters and Protocol

Bagging of parking meters is detrimental to the retailers and restaurants within Downtown and shall be used on an as need basis. Leaving meters bagged over the weekend, during the retailer's busiest times, is especially detrimental and is discouraged.

- Contractors are encouraged to work with the City to remove meter bags on Friday afternoons by 5:00 PM and replace the bags on Monday mornings before 8:00 AM.
- Temporary No Parking Zones are established to restrict regular parking and provide curb space for construction activity. The restricted area is not intended to be used for parking of personal vehicles and is regulated by TPW.
- If a construction project has a lane closure permit a meter bagging permit must be obtained.
- Bagging of parking meters should be requested on an as-needed basis and only for required work zones and for the specific period of time needed.



2.2 Construction



2.2.5. Utility Locates

Downtown features decorative brick sidewalks. Painting these sidewalks for locates with semi - permanent markings diminishes the design element and visitor experience.

When locating utilities, the following products are discouraged:

- Oil / solvent based paints

NOTE: If these paints are used within the district, the City will hire an outside contractor to remove the paint when the locate time expires. The cost, plus an administrative fee, may be charged to the general contractor.

The following products are encouraged:

- Krylon Marking Chalk or equal is a water based utility marker which is a completely removable aerosol marking chalk. It will wash away with weather or can be easily cleaned off or washed away with soap and water. This is the preferred brand that should be used in Downtown.
- Water based paints that easily be removed with soda blasting.
- Tape may be used as an alternative.



2.2 Construction



2.2.6. Demolition – Removal of Materials

Prior to demolition of existing conditions, the general contractor should provide a removal and storage plan to the City addressing the City's property such as light fixtures, banner poles, street furniture, pavers, wayfinding signs, etc. The City will document the existing condition of the property for comparison when the materials are reinstalled. Pre-cast concrete pavers and fired brick pavers may be reused if in excellent shape, otherwise they shall be recycled. All other property is to be removed carefully and stored in a safe and dry environment off site. Any damage done to the CFW's property shall be repaired to the original condition prior to reinstalling. Openings should be temporarily backfilled or plated.



2.2.7. Tree and Plant Protection

Tree and plant protection along with on-going maintenance is the responsibility of the general contractor. All plant material will be maintained by the general contractor in a healthy and vigorous condition during construction. This includes protecting the plant roots from damage and soil compaction, protecting the trunk, canopy and branches from damage of any kind and regular watering. All plant material that is damaged during construction will be replaced in quantity, size and quality by the general contractor.

2.2.8. Underground Utilities

Boring, digging or excavation of areas within the Public Right-of-way will be done in a way to avoid damage to the adjacent paving, lighting, fiber-optics, traffic signal interconnects, utilities (gas, water and electric), irrigation and plantings. All areas disrupted by utility work shall be repaired immediately and meet the City and Downtown Urban Design District (DUDD) standards.

2.2.9. Site Management

The general contractor shall insure that the project site shall be clean and kept in an orderly fashion and that wind-borne dirt and trash shall not leave the site.

The general contractor shall also insure that the impact on the Public Right-of-way is minimized due to construction worker's use. This includes items such as litter, damage to existing landscape and site furnishings.

2.2 Construction



2.2.10. Construction in City of Right – of - way

All construction in the Public Right-of-way must be in accordance with the City of Fort Worth's Standards and Specifications as per the City's Community Facilities Agreement ordinance and Utility Construction Policy.

2.2.11. Hardscape Installation

All paving within Downtown shall be either cast in place concrete for sidewalks to meet City standards or fired brick pavers by Yankee Hill Brick in Medium Red.

2.2.12. Planting Installation

Plants shall be installed in a manner that is consistent with the DUDD's standards. These include trees that have at least a seven (7) foot branching height so that the branches will not interfere with pedestrian traffic or injure pedestrians. Tree stakes and guy wires shall be placed in a manner that is away from pedestrian traffic and not a safety hazard.



2.2.13. Lighting Installation

Lighting installation shall be approved through Community Facilities Agreement (CFA) and with Infrastructure Plan Review Center (IPRC review). All light fixtures shall match the existing fixtures within Downtown.

2.2.14. Irrigation

The general contractor must maintain the irrigation connection between their site and adjacent sites to maintain continuity of this loop during the entire construction period. If the irrigation loop and consistent flow is interrupted, the general contractor will be responsible for all required hand watering and replacement of turf, ground cover, shrubs and trees within the entire affected irrigation loop.

2.2 Construction



2.2.15. Site Clean Up Standards

The construction site and area within the Public Right-of-way must be kept in a clean and neat condition to provide a safe and attractive site. Failure to do so may result in code enforcement citations and fines.

- The Public Right-of-way, adjacent sidewalks and streets shall be cleaned immediately following any type of material spill or construction trash and debris impact. The site shall be thoroughly cleaned at the end of each work day.
- The contractor will follow best practices for trash and debris management including covering all open dumpsters when not in use. Dumpsters should be kept in a neat and orderly fashion.
- The general contractor will provide and maintain additional trash and cigarette butt containers adjacent to the construction site.
- All streetscape improvements such as paving, site furnishings, signage, plant materials and irrigation shall be repaired to its original condition if it is impacted or damaged.
- All existing landscape and trees within the construction fencing are to be protected, watered and maintained on a schedule.
- Efforts will be made to control dust, mud, noise, exhaust emissions, vehicle staging, deliveries and related impacts.
- Measures will be taken to maintain construction materials in a safe, orderly and secure manner.
- The City, or its agent will perform regular inspections noting non-compliant areas and will work with the contractor to correct the non-compliance.
- The contractor will have a single point of contact for managing the Public Right-of-way to mitigate negative impacts. The contact phone number will be available to DFWI and City staff.
- Downtown expects the highest standards of cleaning and sanitation. Failure to maintain a clean construction site will result in Code Enforcement violations and fines.
- Signs not removed at the end of construction shall be in violation and the general contractor shall be subject to a fine.

Guidelines

2.3 Post-Construction

2.3 Post-construction



2.3.1 Warranty Period

- All Public City Right-of-Way improvements / components, new, or items that were removed and replaced, are required to have a two-year maintenance and replacement warranty period or maintenance bond as per CFA ordinance.
- The City reserves the right to contract for replacement of all damaged and non-performing improvements and materials if an item is not replaced within 30 days of written notice identifying the non-performance. The costs for labor, material and administration fees will be billed to the general contractor.

Non-Compliance

3.0

3.1 Non-Compliance with Standards



3.1. Non-Compliance of Standards

- Upon notice of non-compliance with these C G C , the City shall issue written notice of non-compliance to the Site Superintendent / Construction Project Manager and a copy to the City's TPW Public Right-of-way Inspector.
- In the notice, contractors are given no more than 24 hours to comply, however, immediate compliance is expected.
- If non-compliance continues, the Project Developer/ Property Owner will be contacted and asked to take immediate action to insure compliance. If the problem is not addressed and remedied within seven (7) days of notification, the City shall hire a separate, specialized contractor to fix the problem. The cost of this work plus an administrative fee will be charged to the general contractor.



Receipt and Acceptance of Guidelines

4.0



4.0. Receipt and Acknowledgment of Standards

I have received and accept the City of Fort Worth Compliance Standards for Construction.

Signee #1 (Developer or Property Owner)

Name

Title / Company

Signature

Date

Signee #2 (Construction Manager)

Name

Title / Company

Signature

Date

Signee #3 (Site-Superintendent)

Name

Title / Company

Signature

Date

Signee #4 (City of Fort Worth)

Name

Title / Company

Signature

Date