



## **CITY OF MESA, ARIZONA**

**PROJECT NAME**

**PROJECT ADDRESS**

**PROJECT NO.**

## **PROJECT SPECIFIC PROVISIONS**

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## **PROJECT SPECIFIC PROVISIONS**

### **1. GAS LINE INSTALLATIONS:**

For those Projects including gas line installation, all gas system construction, installation, and testing shall comply with City of Mesa Gas Operations, Maintenance, Construction Practices and Emergency Plan Manual. Copies of this manual may be obtained from the Energy Resources Department at [EnergyResourcesComplianceTraining@mesaaz.gov](mailto:EnergyResourcesComplianceTraining@mesaaz.gov).

### **2. DUST CONTROL AND STORMWATER CONSTRUCTION PERMITS:**

This project may involve the disturbance of surface/land area and as such the Contractors are advised that:

1. For Projects in Maricopa County: A Dust Control Permit and a Dust Control Plan is required by the Maricopa County Air Quality Department (MCAQD) for all projects that will disturb a surface area equal to or greater than 0.10 acre (4,356 square feet).
2. For Projects in Pinal County: A Dust Control Permit is required by the Pinal County Air Quality Control Department (PCAQCD) for all projects that will disturb a surface area equal to or greater than 0.10 acre (4,356 square feet) specifying the control measures that will be implemented to reduce fugitive dust emissions.
3. Coverage under the Arizona Department of Environmental Quality (ADEQ) Arizona Pollutant Discharge Elimination System General Permit for Discharge from Construction Activities to Waters of the United States (commonly referred to as the Construction General Permit, and herein referred to as the CGP) is required for projects that will disturb one or more acres of land, or that will disturb less than one acre but is part of a common plan of development or sale that will ultimately disturb one acre or more (e.g. single contract for multi-phase projects).
4. Projects that will disturb one or more acres of land, or will disturb less than one acre, but is part of a common plan of development or sale that will ultimately disturb one acre or more and that take place in any part of the urbanized areas of unincorporated Maricopa County are subject to the requirements of the Maricopa County Stormwater Quality Management and Discharge Control Regulation (Maricopa County Stormwater Regulation).

In calculating the area of surface/land (i.e. soil) disturbance, the Contractor must take into account storage and staging areas where surface/land disturbance will take place.

In addition to this project specification, the Contractor shall review, understand, and comply with dust and stormwater requirements as provided on the City's Environmental Requirements for Construction Activities webpage prior to submitting an offer to provide services to the City. That webpage is available at the following address: <https://www.mesaaz.gov/business/environmental-requirements-for-construction-activities>.

#### **County Dust Permit and Dust Control Plan Requirements**

The Contractor shall do one of the following:

1. Obtain a Dust Control Permit and:
  - Develop a Dust Control Plan, where required; and,
  - Submit a copy of these documents to the City for review.
2. Submit an exhibit to the City showing the location of all areas where surface disturbance activities will take place, including storage/staging areas, and a written and signed assurance that the project construction limits will not result in the disturbance of a surface area equal to or greater than 0.10 acre.

In addition to the above, for those projects requiring a dust control permit, the Contractor must submit a list of personnel to the City of those individuals having expertise and responsibility for compliance with dust control requirements as provided below:

1. If the project results in 0.1 acre or more of disturbed surface area, but less than 5 acres, the Contractor must submit to the City a copy of the individual(s) certification in Basic Dust Control pursuant to county requirements.

2. If the project results in 5 acres or more of disturbed surface area, the Contractor must submit to the City a copy of the individual(s) certification in Comprehensive Dust Control pursuant to county requirements.

The Contractor must ensure that a certified individual(s) meeting the above requirements, dependent on project size, is on site at all times dust generating activities are occurring. For each identified individual, the Contractor must submit proof of certification. The Contractor is responsible for ensuring that any subcontractor used for this project, and whose activities involve dust generating activities, is registered with the Maricopa County Air Quality Department. The Contractor must identify in its list of subcontractors all subcontractors so registered and provide the subcontractor's registration number.

#### ADEQ Construction General Permit Requirements

The Contractor shall do one of the following:

1. Obtain coverage under the CGP and:
  - Develop a Storm Water Pollution Prevention Plan (SWPPP) meeting ADEQ and City of Mesa requirements; and,
  - Submit a copy of the SWPPP to the City for review and approval as provided below. Be advised that this submittal is a Shop Drawing and subject to the review timeframes as provided in the General Conditions.
2. Apply for and obtain a permit waiver and submit a copy of the Permit Waiver Certification to the City for review and confirmation.
3. Submit an exhibit showing the location of all areas where land disturbance activities will take place, including storage/staging areas, and a written and signed assurance that the project construction limits will not result in the disturbance of a land area equal to or greater than 1 acre.

The City has determined that the City and the Contractor both meet the definition of an "operator" as defined in the CGP and are therefore co-permittees. As such, both the City and the Contractor are required to file for coverage under the CGP. The Contractor shall prepare a SWPPP in the format specifically identified in the City's Review of SWPPP Content Form and shall submit a completed copy of such form with the SWPPP for review and approval by the City. This document is also available at the website referenced above.

The SWPPP shall incorporate best management practices as provided in the Flood Control District of Maricopa County's *"Drainage Design Manual for Maricopa County, Erosion Control"* dated November 28, 2012 and City amendments provided in Title 8, Chapter 5 of the Mesa City Code and as incorporated into the City's *"Environmental Requirements for Construction Activities in the City of Mesa"* manual. The SWPPP shall be maintained and updated as needed. Any deficiencies identified by the City or other regulatory agency shall be adequately addressed in a timely manner. The Contractor shall comply with posting requirements and shall make the SWPPP and all associated reports available to City inspectors and other regulatory agencies upon request.

The Contractor shall notify the City prior to submitting a Notice of Termination form to the ADEQ to cease coverage under the CGP (e.g. at completion of construction activities, after establishment of final stabilization, or because of a change in operators). The City shall conduct a final stabilization inspection. Upon approval, and within 30 days of final inspection, the City and the Contractor shall submit a completed and signed NOT form to the ADEQ to terminate coverage under the CGP.

#### Maricopa County Stormwater Regulation Requirements

For all projects required to obtain coverage under the ADEQ CGP as provided above, including those where a Permit Waiver Authorization has been obtained by the ADEQ, and where any construction activities are conducted in any part of the urbanized areas of unincorporated Maricopa County, the Contractor shall do one of the following:

1. Obtain approval from the Maricopa County Environmental Services Department (MCESD) and:
  - Submit a copy of the SWPPP meeting ADEQ and City of Mesa requirements that has already been approved by the City to the MCESD for review;
  - Submit to the City and the MCESD any additional information as required in the MCESD Checklist for Stormwater Pre-Construction Application; and,
  - Submit to the City a copy of any notification of approval from the MCESD.

2. Submit a written and signed assurance that the project construction limits will not result in the disturbance of any land area in urbanized areas of unincorporated Maricopa County.

For any project that receives any notification or approval from the MCESD, as provided above, and that involves the installation, construction, or installation of new or additional impervious or semi-pervious surfaces (such as driveways, roadways, parking lots, recreation features); new buildings or additions to existing buildings; or permanent stormwater management facilities (i.e. retention basins, underground retention, etc.); the Contractor shall submit the following within fourteen (14) calendar days following the completion of land disturbing activities:

- One (1) copy of the SWPPP (final SWPPP including any significant changes made to it during construction);
- Two (2) sets of As-Built site plans;
- One (1) copy of a vicinity map (equivalent to that supplied under the Pre-Construction Application); and,
- One (1) copy of detailed driving instructions (equivalent to that supplied under the Pre-Construction Application).

This information is necessary for the City to submit its Post-Construction Application as required in the post-construction requirements established under the Maricopa County Stormwater Regulation. The City shall be responsible for forwarding this information to the MCESD when the City is the property owner, or will submit this information to the actual property owner(s) when the City is operating under an approved access agreement with another property owner(s).

#### Contractor Permit Applicability Assurances

Where the Contractor provides an assurance that the project will not require permitting under the MCAQD/PCAQCD dust rules, the ADEQ CGP, and/or the Maricopa County Stormwater Regulation, and it is later determined by a City inspector or regulatory agency that the project is subject to any such requirements, the Contractor shall obtain proper permits, certifications, or approvals, develop any required plans, and submit a copy of these documents to the City for review or approval at no additional cost to the City.

#### Dust Control and Stormwater Construction Permit Compliance Costs

The Contractor's pricing for compliance with dust and stormwater regulatory requirements shall include all material, labor, and other incidental costs related to:

- All dust and stormwater permit costs.
- Preparation of a Dust Control Plan and/or SWPPP.
- Modifications to the Dust Control Plan or SWPPP as required by the City or other outside regulatory agency, or updates/amendments as site conditions change.
- The installation and maintenance of dust control measures and structural stormwater BMPs and the implementation of non-structural stormwater BMPs as required in the CGP, identified in the SWPPP, or specified by the City or other outside regulatory agency.
- The removal of dust control measures and structural BMPs upon final stabilization and acceptance by the City.

All submittals required in this specification shall be submitted through the standard Shop Drawing submittal process.

### **3. PRE-BID REVIEW OF SITE:**

A Pre-Bid review of the site has been set for Day and Date, beginning at time local time. Participants shall gather at the site promptly at time. The Contractor shall provide his own transportation and shall bring a copy of the plans and specifications, if desired. The Pre-Bid site visit is recommended, but is not mandatory.

### **4. RELOCATION AND/OR ADJUSTMENT OF EXISTING FACILITIES, SERVICES AND ACCESS:**

If relocation or adjustment of existing facilities is noted on the Plans, this is intended to include the relocation or adjustment of items appurtenant to the noted piece of Work, just as if they were specifically called out. If these appurtenant items are lost or broken during construction, they shall be replaced by Contractor with items of equal or better quality, at no additional cost to City.

**5. SPECIAL NOTICE TO WATER LINE CONTRACTORS:**

Contractor is advised that the City of Mesa Water Resources Department requires a notice of seven (7) calendar days to coordinate the necessary exercising and checking of valves prior to shutting off any water valves.

Contractor shall review water maps (plats) with City Inspector and submit a written request to the City Inspector listing the valves that need to be exercised and when they need to be shut off for the Project. Requests shall be sent in time to allow the required seven (7) calendar day notification period.

Contractor shall also note that the City of Mesa Water Resources Department conducts water main sampling for bacteria tests from 8:00 a.m. to 3:00 p.m., Monday through Thursday, except holidays, and requires a minimum of two business days' notice prior to said sampling. Contractor shall schedule all required bacteria testing within this time frame. There shall be no additional payment or allotment of time to Contractor for failure to coordinate the sampling in accordance with the City's availability (as noted herein) to perform the sampling.

If Contractor schedules work such that sampling for bacteria tests is to be conducted on Friday, Saturday, or Sunday, Contractor may employ the services of a private laboratory to collect the samples and perform the required analytical tests. However, prior to using a private laboratory, Contractor shall submit the laboratory's information, credentials, and proposed test methods to the City for approval. The laboratory shall be certified by the Arizona Department of Health Services (ADHS) to perform coliform bacteria and Heterotrophic Plate Count (HPC) tests in accordance with American Water Works Association (AWWA), Standard C651-14, *Disinfecting Water Mains* (State certified). When available, test results from the private laboratory shall be sent via email to the City Inspector and shall also be emailed to [WaterQualityVM@MesaAz.gov](mailto:WaterQualityVM@MesaAz.gov). Sampling and testing performed by the City is done at no cost to Contractor; whereas, the Contractor shall pay all costs (without any pass through to the City) for sampling and testing by the private laboratory.

**6. STREET EXCAVATION BACKFILLING AND PAVEMENT REPLACEMENT:**

Contractor shall be responsible for backfilling and replacing pavement in all street excavations per City of Mesa Policy Statement for Street Trench Backfilling and Pavement Replacement, Revised September 29, 1999. Copies of this policy statement are available online at the link below or by calling 480-644-2251. A special permit is not required.

<https://www.mesaaz.gov/files/assets/public/v/1/business-development/engineering/policiesforms/trenchbackfillingpavementreplacement.pdf>

**SPECIAL ATTENTION IS CALLED TO THE POLICY STATEMENT REQUIREMENTS FOR TRANSVERSE TRENCHES. BACKFILL IN ALL TRANSVERSE TRENCHES SHALL BE CONTROLLED LOW STRENGTH MATERIAL (CLSM) PER MAG SECTION 728, WITH ONE-HALF SACK OF CEMENT PER CUBIC YARD OF MIX. ALL COSTS FOR FURNISHING AND INSTALLING THE CLSM MIX SHALL BE INCLUDED IN THE UNIT PRICES BID FOR THE APPLICABLE ITEMS. NO ADDITIONAL COMPENSATION WILL BE MADE FOR THE CLSM MIX.**

In addition, the pay width for pavement replacement shall be in accordance with the pay widths listed in MAG Uniform Standard Specifications Section 336.4 excluding any addition for "T"-top pavement replacement. In computing pay quantities by the square yard, the product of the length of pavement replacement measured along the centerline of the trench and the pay widths listed, excluding any addition for "T"-top pavement replacement, shall be used. No direct payment will be made for surface course pavement replacement outside of the specified pay widths. The Contractor shall include the cost for surface course pavement replacement and milling that is beyond the specified pay widths in the unit price bid per square yard of pavement replacement.

A cash bond, as stipulated in the policy statement, will not be required. However, if Contractor fails to comply with the Policy requirements, City will proceed to make the necessary corrections. Contractor will be billed for the corrective action, and the amount of the bill will be withheld from funds due Contractor.

The amount of each billing shall be either \$1,000.00 or the actual accumulated charges for employee's time, materials, and equipment, whichever is greater. Employees' time will be billed at each individual's hourly rate plus the applicable City overhead rate. Any materials used will be billed at cost. Equipment rates will be based on the most recent schedule of equipment rental rates for forced account Work, as published by the Arizona Department of Transportation.



**7. OPEN TRENCH AND ASPHALT CONCRETE PAVEMENT REPLACEMENT:**

The maximum length of open trench from the point of initial excavation to the point where finished grade of native and/or ABC backfill has been installed shall not exceed 300 feet.

Where pavement replacement is called for, the maximum length of exposed ABC backfill prior to the installation of base course asphalt concrete shall not exceed 300 feet. Surface course asphalt concrete shall not be installed sooner than two (2) weeks after base course, but not later than three (3) weeks. All trenches six (6) feet wide or greater shall have all courses of pavement replacement installed with a self-propelled laydown machine meeting the requirements of MAG Uniform Standard Specifications Subsection 321.8.1.

**8. THICKNESS REQUIREMENTS FOR ASPHALT CONCRETE PAVEMENT REPLACEMENT:**

Unless otherwise specified on the Plans, final asphaltic concrete pavement replacement for this Project shall comply with City of Mesa Detail M-19.04.1 and M-19.04.2 (which also references COM Detail M-19.01). By way of additional clarification, the streets included in this Project have the following designations.

DESIGNATION/CLASSIFICATION	ROADWAY/STREET NAMES
Arterial Street	Arterial Street affected by this project
Major Collector Street	Major Collector street affected by this project
Collector Street	Collector street affected by this project
Local Street – Commercial	Local street – Commercial affected by this project
Local Street – Industrial	Local street – Industrial affected by this project
Local Street – Residential	Local street – Residential affected by this project

**9. NEW WATER METER PROCEDURES:**

Contractor shall sign a Meter Order at the Building Safety Division, 55 N. Center Street, at least seven (7) calendar days prior to requesting a preliminary inspection of the water service and vault. After inspection and approval of the service and vault, the City shall deliver the meter to Contractor for installation. Contractor will be charged for the meter; Contractor shall not be charged for any applicable Development Fees. Contractor will be billed for all water usage through the meter during the time of the Contract.

**10. WATER METER REPLACEMENT PROCEDURES:**

Contractor shall be responsible to remove the existing water meters and reset them in the new water meter boxes in accordance to the following procedures:

- Contractor shall install the new water service and water meter box. The existing water service shall remain operable while the new service is being installed.
- Contractor shall tag the existing water meter with the site address prior to removal.
- Contractor shall remove the existing water meter and immediately reinstall it in the new water meter box to make the new water service operable.
- At the end of each Working day, Contractor shall provide a list to the City Inspector of the sites/addresses where the existing water meter has been transferred to the new water service.
- City of Mesa will remove the existing water meters and replace them with new meters after Contractor is complete with his/her Work at no cost to Contractor.

If it is determined that Contractor has set an existing meter incorrectly (i.e. meter installed at the incorrect address, meter installed backwards, leaking meter, etc.) Contractor will be assessed a one-time fifty dollar (\$50.00) fine per meter for City to investigate and rectify the problem. In addition, if Contractor does not make a proper connection between the relocation water meter and the existing private service line, or damages the customer's private service line, Contractor will be responsible to pay for the cost of the lost water as determined by City.



**11. EXCAVATIONS ENCOUNTERING CALICHE:**

Contractor is advised that Caliche, which is a calcareous soil, is a common subsurface condition in the Mesa area and may exist within the limits of this Project. Caliche varies in density and in strength. Caliche soils may contain gravel and particles of rock cemented together by calcium carbonate.

As stipulated in Subsection 601.2.1, of MAG Uniform Standard Specifications, Contractor shall perform excavation of whatever substances encountered. This shall include Caliche. Encountering Caliche shall not be considered a "Differing Site Condition" and shall not be considered under the requirements of Section 9.4 of the General Conditions.

**12. TRAFFIC CONTROL AND BARRICADES:**

It shall be the responsibility of Contractor to comply with the City of Mesa's Temporary Traffic Control Manual (TTCM) (latest revision found at <https://www.mesaaz.gov/business/temporary-traffic-control-permits>) and, where noted, the Manual on Uniform Traffic Control Devices (MUTCD) (latest revision).

**TEMPORARY TRAFFIC CONTROL (TTC) PERMIT**

The Contractor shall obtain a Temporary Traffic Control (TTC) Permit from the City of Mesa Transportation Department, through DIMES (*Digital Innovation for Mesa Electronic Services*; <https://aca.accela.com/mesa/>), prior to restricting or closing any street, sidewalk, pedestrian pathway or alley within the City of Mesa. Individual plans shall be submitted for each unique traffic control configuration. This can be done with multiple Traffic Control Permits or with one permit under which multiple configurations are defined and approved. A Temporary Traffic Control Permit Application may be submitted online using the application process found on the City of Mesa Transportation web page (<https://www.mesaaz.gov/residents/streets-transportation>.) There is no fee for Temporary Traffic Control Permits for this Project.

Contractor shall submit a traffic control plan and project schedule to the Engineering Department for review and approval prior to submitting for the formal TTC for all Projects allowed to have traffic restrictions. This submittal shall show placement of all traffic control devices and proposed temporary striping during all phases of construction, including all conflicting signage to be covered/removed or relocated, or other features that may conflict with the placement of temporary signage. This plan shall be professionally drawn and shall be submitted to the Engineering Department (through the standard Shop Drawing submittal process and uploaded to Kahua) no later than fourteen (14) calendar days prior to any work commencing on site and fourteen (14) calendar days prior to any proposed changes thereto.

For any proposed arterial street closures, arterial half-street closures, arterial-to-arterial intersection closures, or other restrictions with similar major traffic impacts; a minimum lead time of thirty (30) calendar days shall be required for review and approval by the Engineering Department prior to work commencing. These requests will be reviewed on a case-by-case basis.

Any request to close left turn lanes is considered a major traffic restriction. Where approved by the City, the Contractor shall provide the City Inspector a written request and schedule indicating days, times and specific locations where left turns will be prohibited at signalized intersections. When left turns are prohibited at signalized intersections with protected left-turn signals, Contractor will notify the City Inspector at least fourteen (14) calendar days in advance. The City Inspector will notify the City of Mesa Transportation-ITS Group (480-644-5888) to make arrangements for arrow indications to be turned off during the prohibited times.

The following are considered major traffic restrictions:

- Street closures
- Half-street closures
- Intersection closures
- Left-turn prohibition at an arterial / collector
- Peak hour reduction in through lanes

## Project Specific Provisions

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Additional City reviews, coordination, and field meetings may be required. Clear, complete and accurate supporting documentation is critical for the review of these requests. The restrictions discussed in this section shall be used only for the active prosecution of the Work. Restrictions shall not be in place unless necessary to prosecute the Work.

### DESIGNATED RESPONSIBLE PERSON

In addition to the responsibilities detailed in the TTCM, the designated responsible person shall:

1. Inspect all barricading and traffic control devices twice daily, and submit a daily (including weekends and holidays) reports, in writing, to the City Inspector of all inspections the next workday;
2. Ensure that existing City-owned traffic signals do not conflict with barricades and signs or give misleading signals to pedestrians and motorists. He/she shall immediately bring conflicting conditions to the attention of the City Inspector. The City Inspector will coordinate with the City's Intelligent Transportation Systems (ITS) Group (480-644-2160) for any required changes to traffic signal sequencing, timing, or outages;
3. Ensure that flaggers, when employed, are trained in accordance with O.S.H.A. regulations (29 CFR 1926.201 Signaling); and shall submit proof of certification prior to the flagger beginning Work. Proof of certification shall be available at the Work site;
4. Immediately respond to all call-outs by the City Inspector, the stand-by City Inspector, Traffic Barricade Coordinator, or Base Operations; cooperate with Police or Fire Department Investigators; and, re-establish barricades and traffic control devices, as necessary, at no additional cost to City.

### TRAFFIC SIGNALS

The cost for any damage to traffic signal equipment (loop detectors, pull boxes, conduit, etc.) is Contractor's responsibility. All repair Work will be done by Contractor at their own expense to the satisfaction of City of Mesa Traffic Signal Group. Copy of standards may be obtained from the City of Mesa's Transportation Department website at <https://www.mesaaz.gov/residents/streets-transportation>.

### ADVANCE PUBLIC NOTICE

Unless an alternative is approved in the TTC permit, advance notice to the public via Portable Changeable Message Signs (PCMS) shall be required. The following notification requirements are in addition to the requirements detailed in the TTCM. as stipulated in the City of Mesa Temporary Traffic Control Manual, Section 2.6 Advance Notice for Restrictions.

Advance notice via PCMS may be required in other situations as determined solely by the Engineering Department.

The PCMS shall be placed at each ends of the Project and at adjoining arterial and collector roadways. Unless otherwise determined by City, the PCMS shall be removed 48-hours after the indicated traffic restrictions have commenced.

### RESTRICTIONS AND CLOSURES

Any equipment and material not actively being used to prosecute the work shall not be stored in the right-of-way unless otherwise approved by the City Inspector. Roadway and sidewalk restrictions and closures are limited to construction activities and are not permitted for the purpose of staging or storing equipment or debris. The storage of Tracked Equipment may be allowed, as determined solely by City.

Fence panels (*chain link or otherwise*) shall not be used in any way to cover open excavation in the right of way. If not located in active traffic area and behind appropriate traffic control barricades, fence panels may be allowed, as determined solely by City. This fencing shall remain up-right and shall restrict all access to the excavation. Fence panels shall not be laid across excavation at any time during construction activities.

No flagging of traffic will be permitted on arterial or mid-section collector streets unless approved by the TTC Permit and the City Inspector. Flagging operations shall be in accordance with the TTCM.

Project No. [REDACTED]

Contractor shall coordinate and schedule Work with other Contractors in the vicinity to avoid conflicts, ensure compatibility of traffic controls, avoid duplication of signing, and minimize disruption.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

<https://gis.mesaaz.gov/mtrac/>  
<https://gis.mesaaz.gov/active> CIP

Fire Station access: Mesa Fire Department (480-644-3388 or 480-644-2405)  
Police Station access: Mesa Police Department (480-644-2211 or 480-644-4054)  
Hospital access: Hospital Administrators  
City Parks access: Mesa Parks Superintendent (480-644-3097)  
Church access: Church Clergy

Construction activities affecting public transit will need to be coordinated with the City Inspector and the City Transit Coordinator.

#### VERTICAL PAVEMENT DROP

In addition to the requirements specified in the City of Mesa Temporary Traffic Control Manual, longitudinal drops shall be avoided and will not be permitted.

#### SPECIAL EVENTS

When special events are scheduled to take place within or adjacent to the Project during the construction of the Project, Contractor shall coordinate and schedule his Work to mitigate any impact to the event at no additional cost to City.

#### BARRICADE MORATORIUMS

No traffic lane restrictions to this Project will be permitted on public roadways during the following:

Spring Training  
Easter Pageant  
Temple Lights

#### SOLID WASTE COLLECTION REQUIREMENTS

Contractor shall ensure sanitation pick-up is not affected by relocating trash containers, or by providing alternate measures acceptable to the Environmental Management and Sustainability Department (480-644-2688).

#### SIGNING AND PAVEMENT MARKING REQUIREMENTS

Contractor shall be responsible for maintaining the necessary traffic control devices until the area where treatment has been applied has been re-stripped and re-signed. Coordination of re-striping and re-signing shall be handled by the City Inspector. Contractor, through the City Inspector, shall notify the Transportation Department at least seven (7) calendar days prior to the time the roadway signing and striping is scheduled. No additional payment shall be made to Contractor for this coordination. Unless otherwise specified on the Plans or in these Specifications, re-striping and re-signing shall be the responsibility of Contractor and the cost thereof included in appropriate bid items on the bid schedule.

#### BASIS OF PAYMENT

Except as otherwise noted within this contract, barricades, traffic control devices, salaries, and other Work or materials required by this section are non-pay items, the costs of which are to be included as incidental cost for associated item(s) included on the bid schedule or Schedule of Values. All costs to comply with these requirements shall be included in the Contractor's pricing.

### **13. TEMPORARY PAVEMENT MARKERS:**

Unless otherwise directed by the City Inspector, temporary pavement markers shall be installed immediately after paving to allow traffic barricades to be removed and traffic to use as many lanes as possible. Unless otherwise determined by the City Inspector, temporary pavement markers shall be installed for all longitudinal lines including but not necessarily limited to two-way left turn lines, lane lines and gore lines at exclusive turn lanes.

The Contractor shall maintain the temporary pavement markings until permanent striping is installed and complete in-place. After the permanent striping is completed, Contractor shall remove any temporary markers that remain in-place that are not in-line with the permanent striping.

The requirements of this section shall be non-pay items.

### **14. OFF-DUTY MESA POLICE OFFICER AND PATROL CAR:**

The Contractor shall provide off-duty Mesa police officer(s) with or without official Mesa Police Department patrol car(s) (as determined solely by the City, acting through the City Inspector) to control traffic at signalized intersections when traffic is restricted in the intersection, when work is underway in the intersection, or as otherwise directed by the City Inspector. Contact Information, Hiring Requirements, Off-Duty Agreement are available at the link below.

## Project Specific Provisions

Project No.                     

The Contractor is responsible for contacting the Mesa Police Department to request off-duty Mesa police officer(s) and Mesa Police Department patrol car(s).

<https://www.mesaazpolice.gov/services/off-duty-employment>

The off-duty Mesa police officer(s) shall be responsible for transporting the official police patrol car(s). At no time will the Contractor be allowed access to or control of the official police patrol car(s). For the purposes of this section, unmarked police vehicles do not comply with the project requirements.

If no Mesa Police officers are available for a given date and time, off-duty State Department of Public Safety (DPS) officers or Maricopa County Sheriff's deputies may be used until the next date Mesa officers are available.

### 15. **SECURITY OVERSIGHT BY OFF-DUTY MESA POLICE OFFICER:**

The Contractor shall provide off-duty Mesa Police Officer(s) and/or off-duty City of Mesa Municipal Security Officer(s) to escort and monitor all crews working on site. The Contractor is responsible for coordinating this effort and ensuring that all crew members are escorted while in the building and surrounding secured areas. Contact Information, Hiring Requirements, Off-Duty Agreement are available at the link below. The Contractor is responsible for contacting the Mesa Police Department to request off-duty Mesa police officer(s) and/or off-duty City of Mesa Municipal Security Officer (s).

<https://www.mesaazpolice.gov/services/off-duty-employment>

Off-duty City of Mesa Municipal Security Officer(s) used for this Project shall be limited to those individuals who, for their "on-duty" performance as municipal security officers, are directly employed by City as official City of Mesa employees and shall not include those who are employed by an outside firm that provides said services to City through Contract or by other mechanism.

Planning, staging and execution of the Work shall be such that no more than two security escort officers shall be required at any one time (e.g., for Contractor employees working in two areas of the building), as judged solely by the City Inspector.

### 16. **HOT ASPHALT PAVEMENT:**

Unless otherwise noted, all hot asphalt pavement shall meet the latest approved "Hot Asphalt Mix Criteria," as established by the East Valley Asphalt Committee.

Copies of the "Hot Asphalt Mix Criteria" are available on the City of Mesa Engineering Web link: <https://www.mesaaz.gov/files/assets/public/v4/business-development/engineering/approvedproducts/evac-criteria-2025.pdf>

### 17. **OVERHEAD UTILITY LINES AND POLES:**

Contractor is advised that Work on this Project is expected to require coordination with Utility Companies who run and operate overhead lines and poles. The coordination may include, but not be limited to the following activities: pole bracing, de-energizing of lines, and temporary relocations.

Contractor is responsible to contact the applicable Utility Company representative and discuss his proposed construction methods; in Order to determine what actions the Utility Company must take and the costs related to those actions. Contractor shall include these costs in the applicable bid items for this Project.

The primary and the backup representatives for his review and cost determinations are as follows:

<u>COMPANY</u>	<u>PERSONNEL</u>	<u>OFFICE</u>	<u>MOBILE</u>	<u>FAX</u>
CenturyLink	1. Roni Jean Grant-Sloan	480-768-4294	480-748-1352	
Salt River Power	1. SRP Safety Specialist	602-236-8117		

Contractor is advised the above list does not include local cable television companies. Contractor shall determine if cable television lines are involved in the Project limits and shall contact them for similar information.

**18. HORIZONTAL CURB CUTS:**

Horizontal sawcutting of existing concrete curbs to accommodate installation of new driveways and sidewalk ramps shall comply with the following requirements.

1. Shall accommodate the dimensions of the driveway or sidewalk ramp as shown in the Approved Plans, Specifications and Standard Details.
2. The horizontal sawcut shall be made from backside of the existing curb to the flowline of the existing gutter.
3. The horizontal sawcut shall be made to provide the following dimensions at flowline of existing gutter:
  - a. Provide zero-inch lip (flush) at flowline of existing gutter for new driveways.
  - b. Provide zero-inch lip (flush) at flowline of existing gutter for new sidewalk ramps.
4. The new cut edge along both the front and back of curb shall be ground smooth and rounded to a 0.5-inch radius.

**19. ASBESTOS CEMENT PIPE (ACP):**

The removal of Asbestos Cement Pipe (ACP) is regulated by under the Occupational Health and Safety (OSHA) Safety and Health Regulations for Construction Rule (29 CFR 1926) and is considered to be Class II asbestos work. Depending on the amount of asbestos and removal process, the United States Environment Protection Agency (USEPA) National Emission Standards for Hazardous Air Pollutants (NESHAP) Rule (40 CFR 61, subpart M) may apply.

The Industrial Commission of Arizona administers and enforces state laws relating to the protection of life, health, safety and welfare of Arizona's employees, including laws relating to occupational safety and health. The Maricopa County Air Quality Department regulates all asbestos renovation and demolition within Maricopa County. The Contractor is solely responsible for compliance with the above regulations.

The removal and disposal of ACP must be performed in accordance with the City's current Policy Statement for Removal and Disposal of Asbestos Cement Pipe. That policy statement is available on the Engineering Department's website at <https://www.mesaaz.gov/files/assets/public/v/1/business-development/engineering/policiesforms/asbestoscementpipe.pdf>.

Payment for removal and disposal of ACP shall be per the Bid Item "Removal and Disposal of Asbestos Cement Pipe" in the bid proposal on a per linear foot basis. This bid item shall be for the removal of the ACP and all appurtenances and shall include all costs for proper abatement procedures if necessary and all costs for disposal of the pipe and appurtenances.

**20. FRAME AND COVER GRADE ADJUSTMENTS:**

All frames and covers for valves, survey monuments manholes, etc., in paved areas shall be adjusted to finished grade after placement of asphalt concrete pavement. Adjustments shall be based on two different types of frame and cover.

The first are "critical frames and covers", which are defined as all frames and covers on gas valves, pressurized and active large diameter (greater than 16-inches in diameter) water line valves and valves or manholes adjacent to traffic detector loops. All "critical frames and covers" shall be adjusted to finished grade two times: once after placement of the asphaltic concrete base course, and again after placement of the asphaltic concrete surface course.

The second are "non-critical frame and covers", which are defined as frames and covers on pressurized and active small diameter (equal to or less than 16-inches in diameter) water line valves, non-pressurized water lines greater than 16-inches in diameter, sewer and storm drain manholes, and survey monuments. All "non-critical frames and covers" shall be adjusted to finished grade once, after placement of asphaltic concrete surface course.



For sewer manhole frames and covers, Contractor shall install a debris shield over the base of the manhole to catch and falling debris during the adjustment process. The debris shield shall be constructed of solid, durable material capable of containing fallen debris and shall be of sufficient diameter to prevent any debris from entering the sewer lines ("Debris Shield" by Pipeline Support Products, Inc., or approved equal). A Shop Drawing of the debris shields to be used shall be submitted to the City Inspector for approval.

The debris shield shall be installed as soon as the manhole shaft is installed, or prior to beginning paving operations, or prior to removal of any adjusting rings, frames or covers (whichever comes first) and shall remain in place throughout the entire adjustment process. The debris shield shall not be removed until all debris has been removed from the manhole and the final adjustment has been completed and approved by the City Inspector. The cost of providing and using the debris shields shall be a non-pay item.

Contractor will be required to "Sawcut" all pavement removals for the cover grade adjustments at no additional cost to City. The following additional requirements shall also apply:

1. Within 48-hours after installation of asphaltic concrete base course, Contractor shall begin making frame and cover adjustments for the "critical frames and covers" unless otherwise approved in writing by the City Inspector.
2. Within 48-hours after installation of asphaltic concrete surface course, Contractor shall begin making all frame and cover adjustments unless otherwise approved in writing by the City Inspector.
3. Contractor shall complete all frame and cover adjustments in one traffic lane at a time before beginning frame and cover adjustments in other lanes.
4. The tolerance limits of all frame and cover adjustments shall not exceed **1/8-inch** above or below the existing asphaltic concrete surface course immediately adjacent to the concrete collar. Contractor shall verify that the frame and cover adjustment is within the tolerance limits prior to placement of the concrete collar. If the frame and cover adjustment is not within the tolerance limits, Contractor shall readjust the frame and cover to within the specified tolerance limits at no additional cost to City.
5. A minimum of seven (7) calendar days prior to installation of asphaltic concrete base course, Contractor shall provide temporary markings of all frames and covers and shall prepare and submit to the City Inspector a copy of swing ties to all frames and covers in a format acceptable to the City Inspector. These markings are for the benefit of City, to be used in emergency situations.
6. Payment for frame and cover adjustment shall be in accordance with the appropriate bid items in the bid schedule. For "critical frames and covers," payment will be made twice: once for the asphaltic concrete base course and again for the asphaltic concrete surface course. For adjustment of other frames and covers, payment will be made only once upon asphaltic concrete surface course adjustment.
7. For this project, frame and cover grade adjustments shall be a non-pay item.

**21. CONSTRUCTION SURVEY AND STAKING:**

Contractor is responsible for providing construction survey and staking services.

**1. GENERAL**

Contractor shall furnish the services of a surveyor professionally licensed or registered to perform land surveying in the State of Arizona. Contractor shall advise the City in writing the name and license number of the person who will perform the survey Work as a submittal. City will initially provide the alignment control points and the control elevation benchmark(s). All other surveying in connection with this Contract shall be the responsibility of Contractor-provided surveying service (RLS). At a minimum these services shall include Pre-Construction Surveys, Construction Surveys and Post-Construction Surveys and their accuracy shall be third Order or better.



2. **PRE-CONSTRUCTION SURVEYS**

Pre-Construction Surveys include, but are not limited to:

- a. Valve and manhole ties: Prior to the start of construction, the RLS will reference all existing valves and manholes, and survey monuments to a permanent feature. A copy of all reference ties shall be provided to the City Inspector and to Contractor.
- b. Topographic Survey: The RLS shall perform topographic surveys necessary to ascertain unforeseen conditions as requested by the Engineer. These requests shall be considered additional services. The cost for these additional services shall be agreed to by the Engineer prior to the Work being performed.
- c. Elevations: When it is a requirement of the Contract for Contractor to pothole existing utilities to verify their location and elevation, the RLS shall ascertain stationing and elevations of the existing utilities and compute slopes and distances to insure potential conflicts are identified. The RLS shall provide this data to the City Inspector and Contractor sufficiently in advance of construction that remedial action can be taken.

3. **CONSTRUCTION SURVEYS**

During construction the RLS shall provide survey services including, but not limited to:

- a. Staking: The RLS shall provide all construction staking, including right-of-way and easements, slope staking, line and grade, and other staking, from which measurement of earthwork and structures can be taken conveniently by the construction force and which will ensure the Project is constructed according to the Plans.
- b. Quantity Surveys: Quantity survey shall be conducted, and the data derived from these surveys shall be used in computing the quantities of Work performed and the actual construction completed and in place.
  - (1) Contractor shall conduct the original and final surveys and surveys for any periods for which progress payments are requested and shall make the computations based on these surveys. All these surveys shall be conducted under the direction of a representative of the City Engineer, unless the City Engineer waives this requirement in a specific instance. Contractor shall make the computations based on the surveys for any periods for which progress payments are requested.
  - (2) Promptly upon completing a survey, Contractor shall furnish the originals of all field notes and all other records relating to the survey or the layout of the Work to the City Inspector, who shall use them as necessary to determine the amount of progress payments. Contractor shall retain copies of all such material furnished to the City Inspector.

4. **POST-CONSTRUCTION SURVEYS**

Upon completion of construction and prior to submittal of record drawings, the RLS shall conduct the necessary surveys to verify final alignment and grade, location and evaluation of underground utility stubouts and permanent ties for all City-owned valves, fire hydrants, flushing lines, corporation stops, and other features as directed by the City Inspector. Promptly upon completing the survey the RLS shall furnish the original of all field notes and records relating to the post-construction surveys to the City Inspector. A copy of the field notes and records shall be retained by Contractor for use in preparation of the record drawings.

5. **DATUM**

Unless otherwise specified, all surveys shall be conducted using NAVD88 vertical datum.

6. **QUALITY ASSURANCE**

From time to time the City of Mesa Chief Surveyor shall cause a quality assurance survey to be performed.

Such survey may include, but not be limited to:

- a. Review of records, methods, procedures and techniques.
- b. Verification of computations.
- c. Resurveying by City crews using in-place hubs, stakes and monuments.

7. **DEFECTIVE WORK**

The Chief Surveyor will notify Contractor of any non-compliance with the foregoing provisions and the actions to be taken. Contractor shall, after receipt of such notice, immediately take corrective action. If Contractor fails or refuses to comply promptly, the Chief Surveyor may issue an Order stopping all or part of the Work until satisfactory corrective action has been taken. No part of the time lost due to any such Stop Orders, nor ANY WORK PERFORMED WHICH MUST BE REMOVED AND REPLACED AS A RESULT OF DEFECTIVE SURVEY WORK., shall be made the subject of a claim or extension of time or for excess costs or damages by Contractor. IF RECURRING DEFICIENCIES INDICATE THE REGISTERED LAND SURVEYOR IS NOT COMPETENT TO PERFORM THE REQUIRED SURVEYS, CORRECTIVE ACTION SHALL BE TAKEN AS DIRECTED AND PROGRESS PAYMENTS WILL BE WITHHELD UNTIL SUCH CORRECTIVE ACTION HAS BEEN COMPLETED.

8. **CERTIFICATION**

Upon completion of all survey Work on this Contract, the RLS shall submit a letter to the City Engineer, on letterhead stationery, containing the following paragraph:

"I hereby certify that all elevations, dimensions, measurements, tabulations and computations provided by me on this Contract are true, correct and accurate to the best of my knowledge and belief."

\_\_\_\_\_  
(Typed Name)

Registered Land Surveyor

This letter shall cite the City Project Name and Number and shall be stamped with the RLS's professional stamp.

22. **ARIZONA POLLUTANT DISCHARGE ELIMINATION SYSTEM (AZPDES) DE MINIMIS PERMIT COVERAGE:**

This Project includes the discharge of non-stormwater to a water of the United States or a regulated municipal separate storm sewer system (MS4). These discharges are regulated by the Arizona Department of Environmental Quality (ADEQ) under their Arizona Pollutant Discharge Elimination System (AZPDES) De Minimis Program which requires a permit for these discharges. The Contractor shall apply for coverage for these discharges and shall develop and implement a Best Management Practices Plan (BMP Plan). The Contractor shall also conduct all monitoring required under the De Minimis permit.

In the case where the City determines, or that Contractor expects, that a single-source or project-wide discharge is expected to be continuous for a duration of more than four (4) days, or when a discharge will exceed 0.25 million gallons in any one day, the Contractor shall submit a signed BMP Plan, including copies of the ADEQ Authorization Certificate, to the City for approval prior to any work commencing on site that would result in any such discharge. In these cases, the Contractor shall also submit copies of all required monitoring records to City and make such records available for inspection throughout the duration of the project. Receipt of such records shall be a condition for processing progress payments related to Project Work.

The Contractor shall be responsible for properly filing for permit termination (Notice of Termination, or NOT) and for submitting all information required for filing permit termination to the ADEQ.

All submittals required in this specification shall be submitted through the standard Shop Drawing submittal process.

**23. TEMPORARY UTILITIES FOR CONSTRUCTION:**

“Temporary utility service” shall be defined as any utility service or usage by Contractor prior to Final Acceptance of the facility/Project (“facility”) by City. For convenience, temporary utility services are classified as either “Type 1” or “Type 2.” A “Type 1” service is a utility service established by Contractor for their use during construction, which service will not become part of the permanent utility service lines for the facility. A “Type 2” service is a utility service line and/or meter which will become part of the utility service lines for the facility. Any use of a Type 2 service or meter by Contractor prior to Final Acceptance of the facility by City is included in the definition of “temporary utility service.” Contractor shall be required to install and maintain both Type 1 and Type 2 temporary utility services as necessary for execution of the Work under this Contract.

In the case of Type 1 services, it shall be Contractor’s sole responsibility to make all arrangements as necessary for electric, telephone, gas, cable, water, and other utility services, necessary for execution of the Project Work. Contractor’s responsibility shall include the setting of temporary power and telephone poles, the temporary extension of utility lines, and installation of meters. Contractor shall pay all deposits, installation fees, service charges, usage charges, monthly flat rate, and all other expenses associated with such service for the duration thereof.

For Type 2 services, Contractor shall install the service lines and meters for the facility as required by the Project Plans and Specifications. For Type 2 services, Contractor will be required to open an account with the utility company (or companies, if applicable) in Contractor’s name and maintain the account in Contractor’s name until Final Acceptance of the facility by City. Contractor shall pay all deposits, installation fees, service charges, usage charges, monthly flat rates, and all other expenses associated with the service through Final Acceptance of the facility by City, including utility usage for final testing and startup. However, in the case of City owned utilities, unless otherwise noted on the Plans or in the Bid Schedule, Contractor shall not be required to pay for the cost of the meter, nor the development fees associated with meter installation. Upon Final Acceptance of the facility by City, the utility service accounts and meters for the facility will be transferred to City. Contractor shall pay to the utility companies all amounts incurred prior to the transfer, including any transfer charges.

If Contractor uses water from City’s water system for construction water, Contractor shall obtain a fire hydrant meter from the Building Safety Division and place the meter in his name. All construction water shall be obtained through the hydrant meter. Contractor shall pay all fees related to the hydrant meter and all water bills for construction water. Construction water shall include, but not be limited to, water for pressure testing, leakage testing, chlorination, backfill and compaction of any material, dust control, cleaning, domestic use, and sanitary use.

**24. FLOOD IRRIGATION:**

When the Project is within an area subject to flood irrigation, Contractor shall contact and obtain a schedule from the person(s) responsible for scheduling and/or delivery of the irrigation water. Contractor shall Work around those dates and protect their Work from water damage. Since flood irrigation is a scheduled event, **NO** additional time or compensation will be provided to Contractor for his coordination or protection of his Work.

**25. ASBESTOS-FREE FACILITY MATERIAL CERTIFICATION:**

The installation or use of any materials containing a detectable quantity of asbestos for this Project is strictly prohibited. A detectable quantity of asbestos is defined as any detectable amount of asbestos using the method specified in 40 CFR 763, Subpart E, Appendix E, Section 1 Polarized Light Microscopy.

The General Contractor is responsible for insuring and certifying that all materials installed and used for this project are free of any detectable quantities of asbestos. The certification is included as an attachment and covers all Work and materials provided by the General Contractor, their Subcontractors, or other under the direction of the General Contractor. If there is no General Contractor, all other Contractors performing Work on this Project shall provide the same certification. This certification form must be signed, notarized, and submitted prior to final payment. The asbestos material prohibition shall supersede any material that might inadvertently be specified in the Project Plans. The City shall be notified in writing seven (7) days prior to ordering any material that may contain detectable quantities of asbestos if the Approved Plans specify the use of such material. The City shall have the discretion to prohibit the use any material containing detectable quantities of asbestos and shall approve or disapprove associated changes in costs.

## Project Specific Provisions

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Should the Contractor install material containing detectable quantities of asbestos without proper notification to the City, the Contractor shall remove and replace such materials with a material that does not contain detectable quantities of asbestos at no cost to City.

The installation of asbestos cement pipe (ACP) is not subject to the above prohibition and may be installed where specified on City projects.

### **26. DEFERRED SUBMITTALS FOR THE BUILDING PERMIT PROCESS:**

Contractor shall submit the deferred submittals to the City's Engineering Department using the standard Shop Drawing Submittal Process outlined elsewhere in these specifications. The City's Engineering Department (and/or their representatives) will review said submittals to make sure they meet the City's needs, are in compliance with the Contract Documents, and are otherwise acceptable for further review by the Building Safety Division. If the City's Engineering Department requires corrections based on their review, Contractor shall make the corrections and resubmit the revised documents to the Engineering Department using the Shop Drawing Submittal Process. When the submittals are approved by the Engineering Department, the Engineering Department will route the submittals to the City's Building Safety Division for their review or will direct Contractor to take the submittal to the Building Safety Division. Multiple reviews by Engineering Department and/or the Building Safety Division may be required.

Review times by the City Building Safety Division can exceed four (4) weeks for each review cycle, Contractor shall submit the information related to deferred submittals expeditiously. Multiple reviews may be required if the initial submittal is incomplete, inaccurate, or otherwise unacceptable. Contractor shall schedule the deferred submittals and Work accordingly. City will not grant extra Contract time or additional compensation due to multiple review cycles.

Contractor shall include in each deferred submittal the following information: information required Section 4.7.3 of the General Conditions titled "Shop Drawings," information and calculations as required by the Project Specific Provisions and Specification, and any other information that is necessary to obtain approval from the Building Code officials. To the extent required by State law, the deferred submittals shall be signed and sealed by registered engineers or architects properly licensed to perform such design and/or calculation Work within the State of Arizona.

There is no cost to Contractor for plan reviews by the City's Engineering Department and/or Building Safety Division or for the resultant building permit(s). Deferred submittals and the requirements of this section shall be at no additional cost to City.

### **27. BUILDING PERMIT:**

An approved, "no cost" building permit is available for this project from the City of Mesa Building Safety Division. The building permit number is [REDACTED]. The Contractor is responsible to pick-up the permit, to comply with the conditions thereof and to schedule the required inspections by the Building Safety Division. These responsibilities shall be fully discharged by the Contractor at no additional cost to the City. The inspections by the Building Safety Division are separate and distinct from the project inspections by the City Inspector. The Contractor shall be responsible for arranging for both types of inspections.

### **28. SPECIAL INSPECTIONS:**

Special inspections of the Project Work are required, as required in Section 1701 of the International Building Code and as a noted condition of approval of the building permit for this Project. City or its representative will provide Special Inspections services for this Project. Contractor shall be aware of the required Special Inspections and shall coordinate with the City Inspector a minimum of two (2) business days in advance of any Work that will require a Special Inspection(s) relative to the required timing of the Special Inspections. It is Contractor's responsibility to ensure that all Work requiring Special Inspections remains uncovered and available for inspection until the Special Inspections are performed. Items covered prior to the performance of Special Inspections will be subject to uncovering at Contractor's expense.

**29. CONSTRUCTION WASTE AND DEBRIS DISPOSAL:**

For the purposes of this section only, construction waste and debris shall be divided into two categories, which shall be defined and managed as stated herein.

**Category One** – Category One construction waste and debris are those materials for which Contractor is solely responsible for storage, transport and disposal. Materials in this category include hazardous materials (as defined by state and federal laws and regulations), asbestos-containing materials, lead-containing materials, PCB-containing materials, vegetation/plant materials, and earthen materials (including soil, rock, boulders, caliche, etc.). Under the direction of the City Inspector, Contractor shall be solely responsible for onsite storage, offsite removal, transport, and ultimate disposal of all Category One materials in full compliance with all local, state and federal laws and regulations. Any materials classified as a hazardous waste must be stored in proper containers, properly labeled, and documented on hazardous waste manifest. That manifest must be signed by a Resource Conservation and Recovery Act (RCRA) certified City employee before being shipped off site. The Contractor is responsible for identifying such materials, conducting any required testing of such materials, and providing a copy of the hazardous waste manifest to the City after having reached the final treatment, storage, or disposal facility. The cost of managing, storing, transporting, and disposing of Category One materials is a non-pay item.

**Category Two** – Category Two materials are all other construction waste and debris materials generated by the Project that can be legally disposed of in a landfill that accepts clean construction debris and/or general, non-hazardous household wastes. **Contractor must utilize City of Mesa Solid Waste services for all Category Two materials.** Contractor shall be responsible to coordinate with City Solid Waste Division to obtain and set the roll-off containers onsite. City may (at City's sole discretion) provide separate roll-off containers for different classifications of Category Two materials. For example, City may provide separate containers for metals, cardboard, plastic, "inert materials," and/or other classifications of materials. For the purpose of this section, "inert materials" are defined as the following:

clean concrete, clean asphaltic pavement, cement block, clay brick, other masonry, clean stucco (no metal), clay or cementitious roof tiles, and other City-approved cementitious materials

After the containers have been filled, City will haul off and dispose of Category Two materials that are properly sorted and placed in the roll-off containers. Contractor shall be responsible for roll-off charges including set fee, haul fee, disposal fee and other applicable fees. Contractor shall also be held responsible for any improper sorting of Category Two materials (e.g., placing prohibited materials in the roll-off containers or improperly sorting materials), including the responsibility for corrective action (e.g., re-sorting the material) at no additional cost to City. Contractor must contact the Solid Waste Division at 480-644-6789 for specific questions or to initiate service for Category Two materials.

At the completion of construction, Contractor shall be responsible for the Project Site being cleaned of any debris or spoil resulting from construction, including the removal of all storage and roll-off containers.

For projects outside of City limits, Contractor is responsible for coordinating these services with waste disposal providers in the area.

Payment for Waste and Debris Disposal shall be per the "Construction Waste and Debris Disposal" item in the bid proposal.

**30. PROGRESS MEETINGS:**

At a time designated by the Engineering Department a Weekly Progress Meeting will be held at the job site, unless otherwise determined by the City. Contractor, together with representatives of their major Subcontractors, shall attend, as will other City Representatives. Contractor shall be responsible for notifying the Subcontractors of their required attendance and for conducting each meeting. The purpose of these meetings is to discuss the job progress, and to resolve any problems that may have developed since the last meeting.

Verbal authorizations or acknowledgements by anyone present shall not be binding; only written authorizations as required under the Contract Document shall be effective.

**31. PROGRESS REPORT:**

For Work over 60 days, Contractor shall submit monthly an updated Progress Report indicating Work completed during the preceding month and indicate any revisions to the Construction Progress Schedule. Contractor shall also submit the Progress Report with the Request for Payment.

**32. CLEANING:**

**PART 1 – GENERAL**

**A. Work Specified Herein**

This section outlines requirements for cleaning of the Project. This section is complementary to the MAG Specifications, Project Specific Provisions, and Specifications and nothing herein shall be considered to waive any requirements of those documents.

**B. Requirements of Regulatory Agencies**

Contractor shall:

**Safety and Insurance Standards:**

Maintain Project in accordance with the following safety and insurance standards.

- State Industrial Commission (or Arizona)
- OSHA

**Fire Protection:**

Store volatile waste in covered metal containers and remove from premises daily.

**Pollution Control:**

Conduct clean-up and disposal operations to comply with local ordinances and anti-pollution laws. Burning or burying of rubbish and waste material on the Project Site is not permitted. Disposal of volatile fluid waste (such as mineral spirits, oil or paint thinner) in storm or sanitary sewer systems or into streams or waterways is not permitted.

**PART 2 – PRODUCTS – CLEANING MATERIAL**

Contractor shall:

Use only cleaning materials recommended by manufacturer of surface to be cleaned. Use cleaning materials only on surfaces recommended by cleaning material manufacturer.

**PART 3 – EXECUTION**

Contractor shall:

**A. During Construction**

- During the Construction Period, ensure that the material to be used in the Work shall be kept in an Orderly manner, neatly stacked or piled.
- Clean up frequently (at least weekly) all refuse, rubbish scrap materials, and debris caused by operations, to the end that at all times the site of the Work shall present a neat, Orderly and Workmanlike appearance. Sprinkle dusty debris with water.
- Provide for the disposal of all waste products, trash, debris, etc., and make necessary arrangement for legal disposal of same off the site. Never throw rubbish from windows or other parts of building. Lower waste materials in a controlled manner with as few handlings as possible.
- Remove all surplus material, false-Work, temporary structures, including foundations thereof, plant of any description and debris of every nature resulting from operations and put the site in a neat, Orderly condition.
- Vacuum clean interior building areas when ready to receive finish painting and continue vacuum cleaning on an as-needed basis until building is ready for acceptance.



- Schedule cleaning operation so that dust and other contaminants resulting from cleaning process will not fall on wet, newly painted surfaces.
- Provide trash gondolas or containers for use by all trades.

**B. Final Cleaning**

- Use experienced Workmen, or professional cleaners for final cleaning.
- Besides general broom cleaning, do the following special cleaning for all trades at completion of Work:
- Remove putty stains from glass; wash, polish same, inside and outside. Exercise care not to scratch glass.
- Remove marks, stains, fingerprints, other soil, and dirt from painted, decorated, or stained Work.
- Clean, polish and wax woodwork.
- Clean and polish hardware for removal of stains, dust, dirt, paint and the like.
- Remove spots, soil, paint from tile and similar Work; wash same.
- Clean fixtures, equipment; remove stains, paint, dirt, and dust.
- Remove temporary floor protections.
- Clean and polish all floors.
- Remove all temporary protections at the site.
- Clean exterior and interior metal surfaces, including doors and windows, of oil, stains, dust, dirt, paint and the like.
- Clean and vacuum all carpeted areas.
- Make buildings ready for occupancy in all respects. Lay heavy building paper in main circulation areas to protect the floors until final inspection and acceptance.

All existing improvements, inside or outside the property which are disturbed, damaged or destroyed by the Work under the Contract shall be restored to the condition in which they originally were, or to the satisfaction of City.

**33. APPROVED APPLICATORS:**

Where specific instructions in these specifications require that a particular product and/or material(s) be installed and/or applied by an approved applicator of the manufacturer, it shall be Contractor's responsibility to ensure that any Subcontractors used for such Work be approved applicators.

**34. CHEMICAL USAGE IN THE BUILDING:**

Contractor shall submit material safety data sheets (MSDS) to City for all chemicals and products to be used in the building. All MSDS's shall be provided to the City Inspector at least one week prior to the scheduled use of the material. Contractor, Subcontractor, and the City Inspector will hold a meeting to review the MSDS prior to the material application.

Unless otherwise directed by the City Inspector, chemical usage in the building (including such things as paint, adhesives, cleaners, etc.) shall be limited to those chemicals specially mentioned in the Project documents. Contractor shall obtain permission from the City Inspector prior to using any other chemical or cleaner in the building. For such materials, Contractor shall submit a copy of MSDS and a sample of the material to the City Inspector.



The MSDS shall include information about the anticipated “volatile organic compound” (VOC) emissions from the material or Contractor shall provide said VOC information to City from other manufacturer-provided data. Materials with offensive or excessive odors or emissions or other unacceptable properties (e.g., containing hazardous substances), as judged solely by the City Inspector, will not be approved for use on this Project and Contractor shall use an approved alternative material at no additional cost to City.

**35. WATERTIGHT-WEATHERTIGHT:**

Anything in the Contract Documents notwithstanding, Contractor accepts the responsibility of constructing a watertight, weathertight Project.

**36. HEATING:**

Should it become necessary to do any Work in the building, such as plastering, cement Work, painting, etc., at times when the temperature is below 40 degrees F., Contractor shall provide temporary heat for such length of time as deemed necessary by the Design Professional for the protection of the Work, and pay all expenses for temporary apparatus, its installation, proper maintenance and operation and for fuel.

Should temporary heat be required after permanent heating system is installed and operating, this unit may be used; however, Contractor shall pay all fuel costs and be responsible for proper operation of all heating units or systems.

**37. TEMPORARY FIELD OFFICES:**

For this Project, Contractor shall provide a temporary field office trailer for City’s use and a separate temporary field office trailer for Contractor’s use. This section sets forth the minimum requirements for these two facilities. Said temporary field office shall be provided at no additional cost to City, the cost of which shall be distributed across other appropriate bid items.

**Temporary Field Office for City’s Use**

Contractor shall furnish and install for City’s use a separate office trailer located onsite and equipped with lighting, 110-volt electricity, heating, cooling, cold water, wastewater service, furniture, security bars, exterior locks, and tile flooring. Said trailer and shall be available for City’s use for the duration of the Project. At City’s sole discretion, City may elect to allow joint use of said facility with the Design Architect or Engineer, or the testing firm or construction administration firm hired by City. At the completion of the Project, Contractor shall remove the trailer from the site and restore the site.

The temporary field office provided by Contractor for City’s use with its associated furnishings and equipment shall meet the following minimum specifications:

- 1) Size:  
Minimum of 10’ x 30’ with two entries equipped with stairs
- 2) HVAC, lighting and power:  
Provide a heating system capable of maintaining a uniform indoor temperature of 68 degrees Fahrenheit, and an air conditioning system capable of maintaining an indoor temperature of 76 degrees Fahrenheit. Provide light fixtures capable of maintaining average illumination throughout the trailer of 20 foot-candles at desk height at all times. Provide 110-120 volt duplex outlets spaced at not more than 12 foot intervals.
- 3) Rooms:  
Provide two offices, a toilet room, and a meeting room for four people.
- 4) Required furnishings:  
Provide two 30” x 60” desks, two desk chairs, two plan racks, one plan table, one four-drawer filing cabinet, one two-door steel storage cabinet, one marker board, four-person conference table, four side chairs, and two sets of shelves each approximately 6’ long x 4’ high x a minimum of 12” deep with three shelves spaced at least 16” apart.

- 5) Required equipment:  
Provide 1 each of the following – small refrigerator, microwave oven, bottled drinking water dispenser with hot and cold taps, high speed collating photocopy machine.
- 6) Telephone service:  
Provide two telephone lines. Provide two telephones, each equipped with an answering machine.
- 7) Internet connection:  
Provide one internet connection equal to or greater than 256K DSL connection.
- 8) Security and keys:  
Provide interior blinds and security grills on all exterior windows. Provide three sets of keys to City to operate exterior entrance locks.
- 9) Provide weekly cleaning service for the duration of the Project.

**Temporary Field Office for Contractor's Use and for Project Meetings:**

Contractor will be required to provide a separate temporary field office trailer onsite for the duration of the Project for Contractor's use. Said trailer shall be separate from the trailer provided for City's use. The Project Superintendent's office shall be located in Contractor's trailer. Within said trailer, Contractor shall provide a room where Project meetings with City and others can be held. The room shall be at least 300 square feet in size with a conference table, 20 chairs, tack board at least six square feet in size, and a large white board. The room shall be equipped with HVAC, lighting and power meeting the same specifications as City's trailer specified above.

**38. NOTIFICATION REQUIREMENTS TO PARTIES AFFECTED BY THE WORK:**

Contractor shall notify the adjacent property owners, businesses, tenants, City of Mesa Departments which may be affected by this Project (such as sanitation, police, fire department, etc.), the Mesa School District and any other parties which may be affected by this Project in writing and shall distribute the notice at least 48-hours prior to, but no earlier than one (1) week prior to, doing any Work on or in front of any driveway, performing Work on or removing any Concrete Masonry Unit (CMU) walls, fences or landscape screens, or enacting any street restrictions that will affect access to their property. Notification letters shall be reviewed and approved by the City of Mesa Engineering Public Relations Office at 480-644-3800 prior to distribution to the public.

The notification shall be for the purpose of allowing the referenced parties to relocate vehicle, reschedule routes, etc. as required, prior to construction and should specify the length of time the wall will be down or the driveway and/or street will be out of service. Alternate access shall be provided as directed by the City Inspector at no additional cost to City. If there are any delays in the construction, property owners shall be re-notified.

The notice shall include a description of the Work proposed, the timing and duration of Work impacting the property, Contractor's name, and the name and phone number of Contractor's contact person. The notice shall also include the name of the City's Engineering Public Relations representative and give the City of Mesa Engineering Public Relation's phone number 480-644-3800.

Contractor shall be prepared to answer questions from the property owner about how Contractor will handle modifications to existing improvements such as landscaping, sprinkler irrigation, walls, fences, driveways, etc.

Compliance with the requirements of this section shall be at no additional cost to City.

**39. CONTRACTOR ACCESS TO PRIVATE PROPERTY:**

Contractor shall not access private property to execute the Work unless access agreements(s) have been obtained prior to construction. Temporary construction easements or other easements acquired by City are shown on the Plans or are identified in the Specifications. Other access agreements needed to execute the Work shall be acquired by Contractor prior to construction. Contractor shall provide City copies of any access agreements acquired by Contractor prior to construction. No other access to private properties is allowed.

**40. EXISTING IMPROVEMENTS ON PRIVATE PROPERTY:**

Contractor will be required to work on private property. Temporary Construction Easements (TCE's) or other easements have been obtained for this Work as shown on the Approved Plans. Contractor shall not disturb existing landscaping or other improvements on private property unless otherwise noted on Plans. In areas where new construction is shown on the Plans on private property, the Contractor shall limit Work to the minimum area needed to perform the new construction and shall NOT indiscriminately disturb existing landscaping or other improvements within the TCE. Areas or improvements on private property that are damaged shall be restored by Contractor to pre-existing conditions.

**41. RESTORATION OF EXISTING LANDSCAPING AND OTHER IMPROVEMENTS:**

Contractor will be required to remove and restore existing landscape and landscape irrigation that is disturbed by this Project. Said landscape and landscape irrigation shall be replaced in-kind and repaired to the satisfaction of the private property owner (if applicable) and the City Inspector. All repairs and restoration shall be performed by a registered Landscape Contractor who is properly licensed with the State of Arizona. Existing conditions defined herein shall include, but not be limited to, plants, pavers, decorative boulders, rock, gravel, masonry walls, driveways, concrete borders, planters, electrical lines, lighting, underground sprinkler systems and other landscape materials.

Where the new street right-of-way line (ROW) has been re-aligned through existing private property, Contractor shall modify and restore the private landscape irrigation system from the back of new sidewalk to the limits of the disturbed landscaped areas.

Contractor shall provide and install all piping, plumbing, mounting hardware, fittings, connections, conduit, electrical equipment, junction boxes, valve boxes, covers, plates, sprinkler heads, emitters, and all other equipment, materials and labor as required to complete the Work in a workmanlike manner and suitable for the purpose for which it was intended. All irrigation systems (i.e., sprinkler heads, bubblers, emitters, controls, etc.) serving an area affected by this Project shall be restored as required to facilitate the continued operation for their intended use.

All equipment and materials damaged during construction shall be removed and disposed of and new equipment and materials installed in its place. New equipment and materials shall be of the same type and manufacturer as the items to be replaced and shall provide equal performance.

New sprinkler heads shall have the same precipitation output as the existing lawn heads to remain. All piping, pipe fittings, couplings, sprinklers, emitters, conduit, sleeving, low voltage control conductors, service line conductors, drip line, fixtures, etc. used in the repair and restoration of existing sprinkler and emitter systems shall be new, in perfect condition, and shall comply with MAG Specification Section 757.

All sprinkler heads in existing lawn areas in the path of the new construction shall be removed and relocated as required to provide complete coverage of the lawn area without overspray on sidewalks and walls. If the trees and plants being removed are served with drip irrigation or bubblers, said irrigation system shall be modified to eliminate the irrigation serving the removed tree and/or plant locations such that the remaining system remain in good Working Order to serve all other trees and/or plant materials.

All existing backflow prevention units, controllers, and irrigation control valves in the path of new construction shall be relocated into existing landscaped areas within Temporary Construction Easements away from proposed utilities and underground electrical lines. Completely remove the entire assembly and all accessories and connections leaving the entire space free from exposed parts. Provide and install all piping, plumbing apparatus, mounting hardware, fittings, connections, conduit, electrical apparatus, junction boxes, valve boxes, covers, plates, etc. as required to complete the Work in a Workmanlike manner and suitable for the purpose for which it was intended. All equipment damaged during relocation shall be removed and disposed of and new equipment installed in its place. New equipment shall be of the same type and manufacturer as the equipment to be replaced and provide equal performance and the new construction shall be in accordance with City of Mesa's Standard Details for landscape irrigation system backflow prevention devices.

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Where decorative surface gravel or rock exists, Contractor shall remove existing gravel or rock away from the area to be disturbed and away from the area where excavated material will be placed. Any existing plastic under gravel or rock shall be pulled back or removed. The trenches shall be backfilled and compacted to 90% (minimum) of maximum density. After backfilling, the plastic shall be pulled back into place or replaced with 3-mil (minimum thickness) black plastic and the rock or gravel put back into place on top of the plastic. Contractor shall augment the rock or gravel with matched material, as necessary to cover/hide the plastic and underlying soil.

Protection and restoration of property and landscaping shall comply with MAG Specification Sections 107.9, 107.10 and 107.11. Unless otherwise noted on the Plans, all replacement plants, trees and shrubs shall be of the same species and equivalent size as the plant, tree or shrub being replaced, as determined by City Inspector. Notwithstanding said requirement, the minimum tree size shall be 24-inch box and the minimum shrub size shall be 5-gallon.

Restoration Work shall include rough and fine grading, placement of decomposed granite, planting and staking of plant materials, restoration of turf areas, etc. Unless otherwise stated on the Approved Plans, turf area shall be re-established and restored by re-seeding.

Contractor shall be required to provide a temporary water source to the vegetation (including hand watering, if necessary) until the landscape irrigation system is restored to full function at no additional cost to City.

Unless otherwise determined by the City Inspector, Contractor shall complete all repairs and/or restoration Work on damaged or disturbed landscape irrigation systems and damaged electrical lines and lighting within 24-hours of such damage or disruption.

For each parcel, unless otherwise determined by the City Inspector, Contractor shall complete repairs and restoration Work on landscaping within one week after completion of Project Work on that parcel. In addition, the total duration of Project (including disturbances to the landscape and landscape irrigation) on any one parcel shall not exceed 60 days, unless otherwise approved by the City Inspector.

Compliance with the provisions of this section shall be at no additional cost to City of Mesa.

### **42. RELEASE FORM FOR DISTURBANCES TO PRIVATE PROPERTY:**

Contractor shall provide all property owners whose private property is disturbed by the Project Work and/or related activities (referred to hereafter as "Project Work") with a copy of the attached Release Form.

In addition, if there are existing "qualifying improvements" within the public right-of-way (*i.e.*, not on private property) that are disturbed by the Work, Contractor shall provide the owner of the immediately adjacent private parcel with a copy of the attached Release Form. "Qualifying Improvements" shall include landscaping, landscape irrigation, residential driveways, business access drives/driveways, monument signs, privately-owned signage, business parking lot improvements, and other items (as judged solely by the City Inspector) that the adjacent property owner installed, constructed and/or maintains. "Qualifying improvements" shall not include public street improvements, or public utility lines.

The Release Form shall be used to address restoration of existing improvements on private property and restoration of "qualifying improvements" in public right-of-way and/or easements.

City will withhold 10% of the total payment for restoration of existing improvements on private property and restoration of "qualifying improvements" in public right-of-way and/or easements until Contractor has provided copies of all signed Release Forms to the City Inspector.

### **43. CITIZEN COMPLAINT RESOLUTION:**

Contractor shall respond to all customer/citizen calls or complaints resulting directly or indirectly from this Project within two hours of receipt and shall resolve any issues within 48 hours. Contractor shall keep the City Inspector and Engineering Public Relations Representative aware of all such calls and complaints within 24-hours of receipt and their resolution. Compliance with the requirements of this section shall be at no additional cost to City.

**44. BUSINESS ACCESS:**

Business access signs (COM Detail M-24) and driveway access shall be provided for all businesses that are impacted by this construction, including impacts by traffic controls and restrictions. For each business access sign, the City of Mesa Inspector may also require the Contractor to provide and install a personalized business access sign (COM Detail M-24.01 or M-24.02). Additionally, the contractor shall ensure that these access points are properly sized, swept and/or graded to provide a safe and smooth riding surface as required by the City of Mesa Inspector.

**45. WATER SYSTEM SHUTDOWN:**

Contractor shall notify property owners and tenants in writing 48 hours in advance of any interruption in water service. The City Engineering Public Relations Representative at 480-644-3800 shall approve the notification letters prior to distribution.

Unless otherwise approved by the City Inspector, water service shall not be interrupted for more than a period of four (4) consecutive hours, and not more than once per 24-hour period.

**46. HAZARDOUS LOCATIONS:**

The existing and any proposed wastewater (sewer) structures (including lift stations, diversion structures and manholes) shall be treated as hazardous locations. They are confined spaces and may have explosive and/or asphyxiating concentrations of methane gas, hydrogen sulfide gas, and/or other gases or vapors. All Work shall be conducted in a safe and cautious manner consistent with the potential hazardous conditions. The Contractor shall be responsible to comply with all local, state, and federal laws and regulations that govern Work in such environments.

In Work operations in hazardous locations, spark-proof tools and explosion-proof temporary lighting shall be used. Electric power tools, open flame heaters, electric welding equipment, or other devices or methods that might conceivably cause ignition or explosion shall not be used. Welding Work is permitted provided all safety precautions and measures (in full compliance with all applicable federal, state and local laws and regulations) are practiced in conjunction with obtaining a Hot Work permit for the extent and duration of said welding Work.

The Work shall include sampling the atmosphere for hazardous gases and vapors. If the atmosphere proves unsafe, Contractor shall provide a safe Working atmosphere at no additional cost to City. The atmosphere shall be continually monitored during the Work period.

Smoking in or near the Work Area shall not be permitted. Suitable, prominent "No Smoking" signs shall be posted.

Contractor shall have a written policy and an active program for Confined Space Entry that complies with federal, state, and local laws and regulations. Contractor shall submit his/her policy and program, as a required Shop Drawing Submittal.

The City Inspector may have need to enter the manhole under Contractor's safety program to perform observations and/or testing. Contractor shall provide the necessary safety equipment, monitoring and safe Working atmosphere to allow the City Inspector to safely enter the manhole, at no additional cost to City. The City Inspector will provide Contractor with evidence of current Confined Space training.

Contractor is responsible for safety of the job site, including the responsibility to enforce and enact the provisions of Contractor's Confined Space Entry Program and the responsibilities to monitor the atmosphere within the structures and provide a safe Working atmosphere and environment. These safety measures shall be at no additional cost to City. City shall not be responsible for safety or for safety monitoring of the job site.

**47. PROJECT IDENTIFICATION SIGN – TYPE 1:**

Unless otherwise determined by the City Inspector, Contractor shall install a Project identification sign(s), as specified herein, a minimum of one week prior to the start of construction. Unless otherwise directed by the City Inspector, for street Projects and similar “horizontal Work” Projects, the Project identification signs shall be placed at both ends of the Project. Unless otherwise directed by the City Inspector, for “vertical” construction Projects, one Project identification sign shall be placed at the main construction entrance to the site. Contractor shall obtain City Inspector approval for the proposed location(s) of the signs prior to installing them.

City has contracted with a sign company to provide the Project identification signs for City of Mesa Projects. The Contractor shall coordinate order and delivery of said signs with the City of Mesa Engineering Public Relations Representative at 480-644-3800. City will provide the sign(s) for the Project to Contractor at no cost to Contractor. Creation of the signs is estimated to take up to fourteen (14) calendar days. Contractor shall allow sufficient time in the Project Schedule for this activity.

Unless otherwise approved by the City Inspector, each sign shall be mounted either by rigid timber posts or a flexible system able to accommodate the size and weight of the sign. Rigid posts shall be two 4” x 6” timber posts and embedded in the ground. The flexible stand shall be Windmaster or approved equal. Both mountings shall be provided by Contractor at no cost to City.

**48. PROJECT IDENTIFICATION SIGN – TYPE 2:**

Unless otherwise directed by the City Inspector, one Project identification sign (as specified herein) shall be placed at each end of the Project Work area on each street. Contractor shall obtain City Inspector approval for the proposed locations of the signs prior to placing them. For each street segment, unless otherwise approved, the signs shall be in-place a minimum of one week prior to the beginning of construction on that street segment and shall remain in place until construction is completed and approved on that street segment. When all Work on a given street segment is complete as determined by the City Inspector, the sign for that street segment may be relocated elsewhere within the Project Site.

Contractor-provided signs shall be 4’ x 4’ in size. Each sign shall have the following information:

OFFICIAL PROJECT NAME

CITY OF MESA PROJECT NO. (FILL IN THE CORRECT INFO)

                     (DATE) TO                      (DATE)  
mm/dd/yy mm/dd/yy

FOR MORE INFORMATION, CALL (480) 644-3800

The letters shall be a minimum of 4-inches high. Lettering shall be black on a construction orange background. Sign material shall be reflectorized and shall be post mounted or on moveable bases, or as approved by the City Inspector.

The City of Mesa’s Engineering Public Relations office (480-644-3800) shall review and approve the sign layout and verbiage before Contractor will be permitted to make the signs.

Compliance with the requirements of this section shall be at no additional cost to City.

**49. RESPONSIBILITY FOR CABLING AND WIRING:**

City will provide and install the cabling and wiring for the following building systems for this Project.

- Radio communications

Said materials and labor provided by City shall not be included in the Contract Price. City will perform said labor with its own forces or by Contracting with outside third parties. This Work by City and/or its representatives will occur during the construction Contract for this Project.



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Contract shall grant City or its representative's access to the building throughout the construction period so that City or its representatives can install the indicated cabling and wiring. Contractor and City shall coordinate schedules to avoid conflicting Working conditions and to avoid installation of conduits or wiring in conduit that is scheduled for disruptions or removal.

Unless otherwise noted in Contract Documents, the cabling and wiring for the following building systems included in this Project will be by Contractor, the cost of which shall be included in the Contract Price(s):

- Data
- Telephones
- Fire Alarm
- Cable television (CATV)
- Alert/dispatch system (for fire stations)
- Closed circuit television (CCTV)
- Security and access control system

### 50. **SECURITY REQUIREMENTS – NO BADGES:**

This Project is Level 0 and does not require security clearances or badges for contract.

The required "Contractor Verification Form" is included at the end of Attachment B.0 and shall be submitted as a Submittal prior to beginning work. Contractor is required to submit the "Contractor Verification Form" for all Subcontractors.

### 51. **SECURITY REQUIREMENTS – BADGES REQUIRED:**

Special security requirements apply to this Project as outlined in this section. For the purpose of this section, Contractor includes all Contractor and Subcontractor staff.

The following checked City of Mesa Security Level shall apply to this Project (levels that are not checked do not apply). **Requirements are detailed for each of the security levels in Attachment B** attached to these Project Specific Provisions and in the remainder of this section.

- ☐ Level 1: (Attachment B.1)
- ☐ Level 2: (Attachment B.2)
- ☐ Level 3 Escorted: (Attachment B.3)

**The required forms to be used with this Project** are included in the attachments. The forms must be completed in entirety prior to submission. In lieu of completing the "Background Authorization" form, a contractor can provide a valid Arizona Department of Public Safety (DPS) Identity Verified Prints (IVP) Clearance Card for Level 1 or 2.

Every person requiring access to the Project site shall be required to obtain clearance per the procedures in Attachment B. Access to the site will not be permitted until clearance is granted by City. Contractor shall allow sufficient time for these processes, as detailed in Attachment B.

If any individuals are not permitted access to the site, as determined solely by City, or if Contractor has personnel changes, Contractor shall promptly submit the information required for replacement individuals following the same procedures outlined above and allow time for City review and background check. No additional cost or claims will be paid to Contractor related to individuals who are not permitted access to the site.

Except as otherwise specifically noted, compliance with the provisions of this section shall be a non-pay item.

### **Photo Identification Badges**

After Contractor has received notification from City that an individual has passed the background check, Contractor shall follow the procedure in Attachment B to obtain a badge from the Badging Office. After Contractor has received notification from the Badging Office, Contractor can collect badges from the Badging Office at 340 E. Sixth Street.



Contractor is advised to call 480-644-5113 prior to collection to ascertain the latest hours and days of operation for the Badging Office.

After obtaining a City of Mesa-issued photo identification badge, everyone shall wear their badge at all times while onsite.

The photo ID badges remain the property to City of Mesa and Final Payment to Contractor will not be made until the photo ID badges are returned to City. Failure to return Contractor and Subcontractor photo ID badges will result in liquidated damages retained in the amount of \$100 per badge.

**52. STAGING AREA AND USE OF THE SITE:**

Contractor may use a portion of the site as a staging area, as shown on the coversheet of the Approved Plans. The area available to Contractor's for staging and storage is limited to the area shown on said plan sheet. If Contractor requires additional storage or staging area, they shall be solely responsible to provide it at an off-site location at its own expense.

Unless otherwise approved by the City Inspector, all equipment and stored materials left onsite when Contractor is not onsite shall be secured in said staging area. Contractor shall be responsible for the security of the Project Site and the staging area. At a minimum, the staging area shall be enclosed by a 6-foot (minimum) height temporary chain link fence with barbed security top and with lockable gates.

Contractor shall confine their Work, materials storage, and activities at the site to the designated staging area, plus the areas noted for construction on the Approved Plans. Contractor shall not unreasonably encumber the site, as determined solely by the City Inspector, with materials or equipment.

Unless otherwise approved by the City Inspector, equipment and material not actively being used to prosecute the Work shall not be stored in the right-of-way.

**53. NO STAGING AREA PROVIDED:**

City has made no provisions for a staging area for this Project. If Contractor requires or desires a staging area, they shall make their own arrangements for a staging area. City will not be party to said arrangements or agreements with outside parties for a staging area. The City does, however require a copy of any lease agreements (or similar documents) for project staging areas. Responsibility for the staging area shall be solely Contractor's. City shall bear no responsibility for the security or condition of the staging area during or after the Project. The staging area (if provided) shall be at no additional cost to City.

**54. LOCATE/VERIFY EXISTING SEWER SERVICE LATERAL CROSSINGS:**

On all properties that will have a new gas service line installed, Contractor shall be required to locate the existing sewer service line from the existing sewer main to the home/business prior to installing the gas service line. If (after locating the existing sewer service line) the proposed gas service line will be located within 24-inches (vertically or horizontally) from the existing sewer service line, the Contractor shall be required to verify the gas service line has not encroached on the existing sewer service line using one of the following options as approved by the City of Mesa Gas Inspector:

- A. If the proposed gas service line will be installed parallel to the existing sewer service line but will not cross the existing sewer service line, the Contractor shall expose the existing sewer service line at 10-foot intervals or at least three (3) separate locations (which ever results in the greater number of locations) along the encroachment to ensure the proposed gas service line maintains a minimum separation of 12-inches between the gas service line and the existing sewer service line.
- B. If the proposed gas service line crosses the existing sewer service line, the Contractor shall expose the existing sewer service line at the point it crosses to ensure there is a minimum separation of 12-inches between the proposed gas service line and the existing sewer service line.

- C. In the event an existing sewer service is not able to be located and with the approval of the City of Mesa Gas Inspector, the Contractor may proceed with the installation of the gas service line in one of the following final manners:
1. Install the gas service line per the approved plans and video the existing sewer service from the sewer main in the street to as close to the house/building as possible to ensure the new gas service line does not encroach on the existing sewer service line.
  2. Install the gas service line in the location called out in the approved plans using open-cut trenching.

The Contractor shall be responsible for repairing any damage incurred to the existing sewer service line when installing the new gas service line at no additional cost to the City.

The Contractor may also use open cut installation of the gas service line in lieu of boring if horizontal or vertical separation of less than 24-inches will exist. Open cutting may be used only as directed and approved by the City of Mesa Gas Inspector and shall not be used as the normal means of installation of gas service lines.

The Contractor shall coordinate work with the Gas System Inspector to complete a Sewer Lateral Inspection Report (Attachment C) for each address where a new gas service line is installed. In addition, the Contractor shall provide the City of Mesa Gas Inspector an MP4 video of each sewer service line as required in C.1 above to be videoed with the service address clearly identified on the video. The Contractor shall include costs for locating/verifying the existing sewer service lines (in accordance with this Section) in the bid item titled "Locate/Verify Existing Sewer Service Lateral." Payment will be "per each" sewer service line thus located.

**55. VIDEO EXISTING SEWER SERVICE LATERAL CROSSINGS:**

On all properties that will have a new gas service line installed, Contractor shall video camera existing sewer service laterals after installing the gas service line. Contractor shall video all sewer service lines from the sewer main in the street to as close to the house/building as possible as determined by the City of Mesa Gas Inspector. If Contractor is unable to video the exiting sewer service line, Contractor shall notify the City of Mesa Gas Inspector for approval to verify minimum clearance requirements by other electronic locating means.

Contractor shall complete a Sewer Lateral Inspection Report (attached as Attachment "C") for each address where a new gas service line is installed. In addition, Contractor shall provide the City of Mesa Gas Inspector a Digital Video DVD of each sewer service line videoed with the service address clearly identified on the video.

Contractor shall include its costs for videoing the existing sewer service lines in the Contract Price.

**56. UTILITY CROSSINGS USING BORING METHODS:**

Refer to Engineering Department Policy Statement posted on the City's Engineering Website:  
<https://www.mesaaz.gov/files/assets/public/v/1/business-development/engineering/policiesforms/streetutilitycrossings.pdf>.

**57. ASBESTOS INSPECTIONS:**

An inspection of this facility has been conducted by an Environmental Protection Agency certified Asbestos Hazard Emergency Response Act inspector(s). The results of that inspection are included in the Contract documents. The Contractor shall be provided a complete copy of this report and shall keep a copy of this report on-site during all demolition or renovation activities.

**58. ASBESTOS-CONTAINING MATERIALS:**

This project is expected to potentially impact asbestos containing materials (ACM). ACM is any material that contains 1% or greater asbestos fibers. Only that ACM that will be disturbed as part of this project will be required to be abated. All ACM shall be managed in accordance with the City of Mesa Asbestos Abatement Procedures manual.

A copy of the most recent version of that manual and a pre-job submittal review of content form is available at the following address: <https://www.mesaaz.gov/files/assets/public/v/1/environmental-sustainability/constructionrequirements/asbestosabatementprocedure.pdf>. All submittals required in this specification or in the manual referenced herein shall be submitted through the standard Shop Drawing submittal process.

Additional abatement may be necessary if additional materials not previously sampled are discovered during demolition/renovation activities. If the Contractor identifies a suspect material that was not included in the report prepared for this project, the City shall be contacted within one (1) hour of the discovery of the new material. The suspect material shall not be disturbed until further direction is received from the City. Newly identified materials may be sampled by the City to determine if they are ACM. The City will not pay for abatement of additional ACM unless they are reported and sampled as described herein.

**59. NESHAP 10 DAY NOTIFICATION FOR DEMOLITION AND/OR RACM ABATEMENT:**

The Contractor is responsible for submittal of the National Emission Standards for Hazardous Air Pollutants (NESHAP) ten (10) day notification to the applicable regulatory agency for the demolition of any load-supporting structural member of a facility and/or abatement of threshold quantities of regulated asbestos containing material (RACM).

Copies of the NESHAP notification shall be submitted through the standard Shop Drawing submittal process. Copies of payment fees associated with NESHAP Notification shall be included with the submittals.

**60. LEAD PAINT:**

An inspection of this facility has been conducted by an Environmental Protection Agency certified lead inspector(s) and/or a certified risk assessor. The results of that inspection are included in the contract documents.

This project is expected to impact lead-based paint (LBP) paint or other surface coatings. LBP contains lead equal to or in excess of 1.0 milligrams per square centimeter or more than 0.5 percent by weight (equivalent to 5,000 parts per million) as established by the U.S. Department of Housing and Urban Development and the U.S. Environmental Protection Agency. LBP, and/or the materials coated with LBP, is characterized as a Resource Conservation and Recovery (RCRA) hazardous waste if bulk sample analysis for lead using the Toxicity Characteristic Leaching Procedure (TCLP) exceeds 5.0 parts per million.

Only that LBP that will be disturbed as part of this project will be required to be abated. All LBP shall be managed in accordance with the City of Mesa Lead-Based Paint Abatement Procedures manual. A copy of the most recent version of that manual and a pre-job submittal review of content form is available at the following address: <https://www.mesaaz.gov/files/assets/public/v/1/environmental-sustainability/constructionrequirements/leadbasedpaintabatement.pdf>.

After the abatement is completed, appropriate waste disposal documentation shall be submitted to the City. Receipt of such shall be a condition for processing progress payments related to LBP abatement work. For LBP materials classified as a RCRA waste, the waste manifest must be signed by appropriately trained and certified City personnel prior to shipment from the point of generation.

**61. DRYWELL INSTALLATION:**

This project involves the installation, upgrade, or removal of a drywell system(s). Drywells must be registered with the Arizona Department of Environmental Quality (ADEQ), except those used in conjunction with golf course maintenance activities.

Additionally, a permit under the ADEQ's Aquifer Protection Permit (APP) program is required for drywells draining areas where:

1. Hazardous materials are used, stored, or loaded;
2. Motor fuel dispensing operations occur;
3. Motor fuels are used, stored, or loaded; or
4. Vehicle and equipment washing occur.

The City is responsible for ensuring drywells are properly registered and permitted.

The Contractor shall be responsible for supplying the following information to the City after drywells have been constructed to ensure that drywells can be accurately registered, permitted, and properly maintained.

- Facility name;
- Facility address;
- Cadastral location [ie: Township, Range, Section (ie: section, ¼, ¼, ¼)];
- Site plan showing location of each drywell;
- Manufacturer and model of each drywell;
- Lat/Long coordinates (in NAD 1983) of the standpipe in each drywell
- As-built diagrams of the drywell (vertical profile) to include the following:
  - All chambers and manway accesses;
  - All subsurface inlets;
  - Total depth and diameter of borehole(s);
  - Total depth and diameter of each chamber;
  - Drainage pipe and screened sections;
  - Depth, length and diameter of all connector pipes (where used);
  - Base seal type (e.g. geotextile, poly liner or concrete slurry);
  - Screens, shields, regulators, overflow pipes, etc.; and,
  - All pollution controls;
- Driller's log(s).

Where a drywell is being removed, the Contractor shall do so in accordance with the ADEQ's Drywell Decommissioning Guidelines. The Contractor shall submit copies of the written verification to the City as well as to the ADEQ.

All costs associated with this requirement shall be included in the Contractor's pricing. The above-listed project submittals shall be provided to the City. Receipt of such shall be a condition for processing progress payments related to drainage work conducted under this contract.

**62. REMOVAL OF UNIDENTIFIED UNDERGROUND STORAGE TANKS (UST):**

In the event an underground storage tank (UST) system is discovered within the limits of this project, the Contractor shall immediately notify (within one hour of identification) the City Inspector. The UST system shall not be further disturbed until further direction is given from the City Inspector. If it is determined that petroleum contaminated soil is present as a result of the presence of the UST system, this shall be managed under the "Petroleum Contaminated Soil" project specification as outlined in these Project Specific Provisions.

The City will utilize the service of their Hazardous Materials Response Contractor and/or an Arizona Department of Environmental Quality (ADEQ) certified tank service provider to remove or properly abandon the UST system and remove any surrounding impacted soils at no additional expense to the Contractor. The City shall manage all aspects of the removal of the UST system including proper notification to regulatory agencies.

After the UST system and any impacted soils have been removed, the City will make arrangements with the Contractor through the change order process to backfill the excavated areas with compacted uncontaminated soil per MAG Specification Section 211. The Contractor shall make arrangements for obtaining imported borrow materials to meet the requirements as noted in MAG Specifications Sections 210 and 211. All backfill shall be compacted to a uniform density of not less than 95 percent.

**63. REMOVAL OF SEPTIC SYSTEM:**

In the event a septic tank and/or leach field (septic system) is discovered within the limits of this project, the Contractor shall immediately notify (within one hour of identification) the City Inspector. The suspect materials shall not be further disturbed until further direction is given from the City Inspector. Suspect material may be sampled by the City to classify the type of waste stream that applies to the contents of the tank.

If it is determined that petroleum contaminated soil is present as a result of the presence of the septic system, this shall be managed under the "Petroleum Contaminated Soil" specification as outlined in these Project Specific Provisions.

If the contents of the septic tank itself is a waste that requires specialized personnel to manage its removal (i.e. hazardous waste), the City will utilize the services of their Hazardous Materials Response Contractor to remove the contents of the tank itself, and any surrounding impacted soils at no additional expense to the Contractor. In this case, the City will manage all aspects of the removal of the septic system including proper notification to regulatory agencies.

If contents of the septic tank itself and any surrounding soils are a waste that does not require specialized personnel to manage its removal, the City will make arrangements with the Contractor through the change order process to remove the contents of the septic tank and to properly abandon the septic tank in accordance with the Maricopa County Health Code after providing proper notification to the Maricopa County Environmental Services Department.

In any case, after the septic tank and any impacted soils have been removed, the City will make arrangements with the Contractor through the change order process to backfill the excavated areas with compacted uncontaminated soil per MAG Specification Section 211.

The Contractor shall make arrangements for obtaining imported borrow materials to meet the requirements as noted in MAG Specifications Sections 210 and 211. All backfill shall be compacted to a uniform density of not less than 95 percent.

**64. REMOVAL OF PETROLEUM CONTAMINATED SOIL (PCS):**

In the event that petroleum contaminated soil (PCS) is discovered within the construction limits of this project, the Contractor shall immediately notify (within one hour of identification) the City Inspector. The suspect material shall not be further disturbed until further direction is given from the City Inspector. Suspect material may be sampled by the City to classify the type of waste stream that applies to the impacted soil. All PCS shall be protected from the elements at all times until removed from the site and disposed of at a landfill.

If it is determined that the removal of the PCS requires specially trained workers (HAZWOPER trained) to remove the soil, the City will use the services of its Hazardous Materials Response Contractor to remove the PCS at no additional expense to the Contractor.

If it is determined that the removal of the PCS does not require specially trained workers and the Contractor agrees, the City will make arrangements with the Contractor through the change order process to properly dispose of the PCS at a landfill that meets all the applicable state and federal guidelines for disposal of this type of waste stream. The Contractor shall supply copies of all waste disposal documentation for PCS removed by them. Receipt of such shall be a condition for processing progress payments related to the PCS excavation work.

In either case, after excavation is completed the City may sample the soils to confirm that all PCS has been removed. After the removal of all PCS has been confirmed, the City will make arrangements with the Contractor through the change order process to have the Contractor backfill the excavated areas with compacted imported soils per MAG Specification Section 211. The Contractor shall make arrangements for obtaining imported borrow materials to meet the requirements as noted in MAG Specifications Sections 210 and 211. All backfill shall be compacted to a uniform density of not less than 95 percent.

**65. DISPOSAL OF EXISTING FLUORESCENT LIGHT BALLASTS AND BULBS:**

The Contractor shall remove all existing fluorescent light bulbs, including Compact Fluorescent Lamps (CFLs), and ballasts from the existing fluorescent light fixtures that are called out for demolition or removal. The Contractor shall carefully examine the ballasts to determine if they contain polychlorinated biphenols (PCBs). Ballasts that are not labeled as containing "no PCB's" shall be assumed to contain PCB's.

The Contractor shall safely store fluorescent light bulbs/CFLs, and PCB ballasts in properly labeled and approved containers until shipped offsite for disposal. Fluorescent light bulbs/CFLs that are either already broken or broken during or after removal shall be stored separately from those that are removed intact.

The Contractor shall have a mercury spill clean-up kit on-site at all times during the removal of fluorescent light bulbs/CFLs and shall promptly clean up after any broken bulbs and CFLs.

PCB ballasts and broken fluorescent light bulbs/CFLs shall be shipped and disposed of as a Resource Conservation and Recovery Act (RCRA) hazardous waste. Intact fluorescent light bulbs shall be shipped and disposed of as a RCRA universal waste. Waste manifests or shipping papers from these waste streams must be signed by appropriately trained and certified City personnel prior to shipment from the point of generation.

**66. USE OF CRANES IN VICINITY OF COMMUNICATION TOWERS:**

No cranes, booms, or equipment, at a height of 50-feet or more, can be located in or pass through the microwave dish transmission zone of communication towers.

**67. SECURITY AND CONFIDENTIALITY PROTECTIONS:**

Contractor acknowledges and agrees that its employees, subcontractors, and agents working on the Project who have access to, or information about, the Project need to protect this information from disclosure to persons other than City staff and persons working directly on the Project.

Contractor shall ensure that its workforce has received position-appropriate security training and awareness. This includes specialized training for those involved in the design, development, manufacture, testing, shipping, installation, operation, and maintenance of the Project, as part of the Contractor's security program, including cybersecurity.

Contractor shall ensure that policies and procedures are followed to prohibit the unauthorized disclosure of knowledge, information, architectures, or configuration relevant to the Project and the City's system.

**68. BUILDING PLAQUE:**

Contractor shall provide a building plaque at the location shown in the construction documents, or otherwise designated by the City. The plaques shall be in accordance with Mesa Standard Detail M-2. The contractor shall provide a submittal of the plaque to confirm names and wording on the plaque and final location on the building.

**69. SUBCONTRACTOR BONDS:**

For Contracts whose value is in excess of \$4,000,000, Subcontractors whose scope of Work involves the following Work may be required, at the discretion of the City Engineer, to furnish performance and payment bonds to Contractor as a prior condition to Subcontractor's performance of any Work:

1. Mechanical
2. Electrical
3. Plumbing
4. Structural
5. Fire Protection
6. Roofing
7. Termite Control
8. Subcontract with a value greater than 15% of total Contract amount.

If a bond as set forth in this Section is required by the City Engineer, the bond shall be delivered to City a minimum of fourteen (14) calendar days prior to Subcontractor's performance of any Work, and shall satisfy the following requirements:

- A. Performance Bonds shall be in an amount equal to the full subcontract amount conditioned upon the faithful performance of the Subcontract in accordance with Plans, specifications and conditions thereof. Such Bonds shall be solely for the protection of Contractor and City. City shall be named as an Obligee in all Subcontractor Performance Bonds.
- B. Payment Bonds shall be in an amount equal to the full subcontract amount conditioned solely for the protection of claimants supplying labor or materials to Contractor in the prosecution of the Work provided for in such subcontract.

Project Specific Provisions

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- C. Bonds shall include a provision allowing the prevailing party, in a suit on such Bond, to recover as a part of their judgment such reasonable attorney's fees as may be fixed by a judge of the court.
- D. Bonds shall be executed by a surety company or companies duly authorized to do business in the State of Arizona, shall be made payable and acceptable to Contractor, shall be written or countersigned by an authorized representative of the surety who is either a resident of the State of Arizona or whose principal office is maintained in this State, as by law required, and the bonds shall have attached thereto a certified copy of Power of Attorney of the signing official.

70. **OTHER:**



## ATTACHMENT A

(1 PAGE)

### RELEASE FORM

Project Name:           

Project Number:           

Contractor's Name: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

Job Superintendent's Name: \_\_\_\_\_

Nature of Work: \_\_\_\_\_

I, \_\_\_\_\_, representing the property at \_\_\_\_\_  
(Name - - Please print) (Address)

acknowledge that the Contractor has satisfactorily restored my property to its Pre-Construction condition. It is understood that this form will release the Contractor from any further action with regard to the aesthetics of my property. This form does not necessarily release the Contractor from further action as a result of warranty Work or undisclosed damage to my property as a result of their Work for a period of one year.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **ATTACHMENT B**

### **BACKGROUND CHECK GUIDELINES Contractor/Non-Employee Staff**

(2 PAGES)

- ☐ LEVEL 0: Use **Attachment B.0** (3 PAGES)
- ☐ LEVEL 1: Use **Attachment B.1** (6 PAGES)
- ☐ LEVEL 2: Use **Attachment B.2** (7 PAGES)
- ☐ LEVEL 3 Escorted: Use **Attachment B.3** (7 PAGES)

## **ATTACHMENT B**

### **BACKGROUND CHECK GUIDELINES**

#### **Contractor/Non-Employee Staff**

For the purpose of this Attachment, the term “Contractor” is defined as an independent contractor and/or contract worker.

#### **Guidelines**

The levels referenced below (0 through 3) were developed to assist in determining the appropriate type of background needed, if any, for all contractors providing services to the City.

The appropriate type of background is primarily based on the work the contractor will be performing, the location, the duration and their exposure to minors, disabled and the homebound or high security facilities, systems, information, etc.

Engineering will be responsible for determining the type of background required and for sending the contractor staff to Human Resources (HR) or SecureOne Livescan to initiate the background process as outlined below. If there are any questions, please contact [EngineeringContractorBadging@mesaaz.gov](mailto:EngineeringContractorBadging@mesaaz.gov).

Contractors should only be fingerprinted (required for Level 2 and 3) if the following apply:

1. Contract workers who are eighteen (18) years of age and older and anticipated to be in contact with minors, disabled or homebound individuals; OR
2. Contract workers assigned to work in security sensitive areas. For the purpose of fingerprinting under the Personnel Rules, security sensitive areas are:
  - a. Criminal Justice Administration (i.e., Police Department facilities, City Court or City Prosecutor Offices)
  - b. Individuals who are eighteen (18) years of age or older and placed in certain ITD assignments

#### **Important Note**

For Level 1 through 3, background results must be received **prior to** a badge and/or building access being granted by the PD /Facilities Access.

## ATTACHMENT B.0

### **LEVEL 0**

No Badge Required.

No Special Security Requirements. No background check or fingerprinting required.

This level represents projects/assignments occurring in areas that are not normally secured (even after hours), including street, utility, and landscape projects and/or similar projects occurring **outside** of secured areas.

### **REQUIRED DOCUMENTS**

- Contractor Verification Form
  - Completed by Contractor and submitted to Engineering.
  - Contractor is responsible for keeping this form up-to-date.
  - Subcontractors are to complete their own form and submit to Contractor. Contractor is responsible for submitting the Subcontractor form to Engineering.

## **CONTRACTOR VERIFICATION FORM**

Mesa City Policy and/or Arizona Revised Statute (ARS) §41-4401 requires certification of compliance with Federal immigration laws and regulations and State laws regarding verification of employment eligibility of a contractor's and any subcontractor's employees.

By completing and signing this form and the attached Employee Verification Worksheet, the contractor is attesting that it and all subcontractors performing work under the cited contract meet all requirements contained herein. Failure to complete and submit this form and attached worksheet on or before the due date specified and/or the falsification of any information provided herein may be grounds for termination of the contract.

I hereby attest that:

1. The contractor complies with the Federal Immigration and Nationality Act (FINA), the Immigration Reform and Control Act of 1986 (IRCA) all other Federal immigration laws and regulations, and ARS §23-214 (as applicable) related to the verification of employment eligibility of those employees performing work under this contract;
2. All subcontractors performing work under this contract comply with FINA, IRCA all other Federal immigration laws and regulations, and ARS §23-214 (as applicable) related to the verification of employment eligibility of those employees performing work under this contract; and
3. The contractor has identified all contractor and subcontractor employees who perform work under the contract on the attached Employee Verification Worksheet and has verified compliance with FINA, IRCA all other Federal immigration laws and regulations, and ARS §23-214 (as applicable) for each employee listed.

Contract Number/Description:
Name (as listed in the contract):
Street Name and Number:
City: State: Zip Code:
Authorized Contractor  (Employer) Signature:
Printed Name:
Title:
Date:
Company Subcontracting Under (if applicable):

## **CONTRACTOR VERIFICATION FORM**

### **Employee Verification Worksheet**

**EMPLOYEE(S) NAME - PLEASE TYPE OR PRINT**

Employee Name	Hire Date	Date of Birth	Employment Eligibility Method (I-9 or E-Verify)	Identify Verified Print Number (if applicable)	Office Use
1.			E I		D J F
2.			E I		D J F
3.			E I		D J F
4.			E I		D J F
5.			E I		D J F
6.			E I		D J F
7.			E I		D J F
8.			E I		D J F
9.			E I		D J F
10.			E I		D J F
11.			E I		D J F
12.			E I		D J F
13.			E I		D J F
14.			E I		D J F
15.			E I		D J F
16.			E I		D J F
17.			E I		D J F
18.			E I		D J F
19.			E I		D J F
20.			E I		D J F



## ATTACHMENT B.1

### **LEVEL 1**

There are two ways to obtain a Level 1 badge:

- (1) Web-Based Background Check or
- (2) a valid Arizona Department of Public Safety (DPS) Identity Verified Prints (IVP) Clearance Card.

The cost of the web-based background check is charged back to the City department by HR upon receipt of invoice. The IVP Clearance Card is an expense of the contractor.

### **Option 1 - Web-Based Background Check and Identification Card (Badge). No fingerprinting required.**

This level is required for all secured City buildings and sites not included in Levels 2 or 3 and includes: utility treatment plants, well sites, PRV stations, City Hall, fire stations, service centers, maintenance shops, 55 N. Center, Council Chambers, Utilities Building, Transportation Building, electrical substations, UCC, TMC, etc.

This background check is based on name, date of birth, social security number, and address and will provide criminal history for at least the past 7 years. Results are typically received within 24 to 48 hours. Although this type of background is not as extensive as the fingerprint background, it does allow the City to obtain criminal history on individuals who do not meet the fingerprinting criteria as indicated in the City's ordinance (i.e., Personnel Rules).

The search includes a nationwide criminal search, nationwide sex offender search and Social Security trace.

### **REQUIRED PROCESS:**

- **Web-Based Background Check** – email form and documentation to [HRBackgroundChecks@MesaAZ.gov](mailto:HRBackgroundChecks@MesaAZ.gov). Forms may also be delivered to City of Mesa Human Resources Office at 20 E. Main Street, Suite 250.
  1. **Level 1 Background Authorization Form**
    - Top section completed by City.
    - Contractor employees complete their names and information. The form must be signed.
    - **NOTE:** Incomplete information will delay the process and notification of clearance. Please make sure to fill in the Contractor/Subcontractor Company Name.

### **2. Legible Scan of the Front and Back of a Valid, Current Government-Issued ID**

Human Resources will update their system after they receives the results. The City Contact is notified of status updates and will notify the Prime Contractor for the project. The Prime Contractor then notifies each subcontracting company separately.

Upon confirmed clearance notification, contractors can begin badging process as below and, if applicable, building access. **No personnel are to go to the Badging Office until they have received notification from the City that they have been approved.**

- **Badge Request** – email forms and documentation to [Badging@MesaAZ.gov](mailto:Badging@MesaAZ.gov).
  1. **Contractor Verification Form**
    - Completed by Contractor.
    - Contractor is responsible for keeping this form up-to-date.
    - Subcontractors are to complete their own form.
  2. **Identification Card Request Form – Contractor** ([Badging@MesaAZ.gov](mailto:Badging@MesaAZ.gov))
    - Yellow highlighted sections completed by City.
      - **NOTE:** Responsible RC is Department Number; Expiration Date is the end date of the contract (when badge/ID Card no longer required).
    - Gray highlighted sections completed by Contractor and Subcontractor, if applicable.
  3. **Front and Back of a Valid, Current Government-Issued ID**
  4. **Jpg Photo - MVD style**, headshot taken on a plain wall/backdrop, no sunglasses, no hats.

## Project Specific Provisions

Project No.                     

NOTE: Contractors and Subcontractors are not to go to Badging Office until after Clearance obtained and after correct and up-to-date Contractor Verification Form is on file. Badge will only be printed if Contractor's name is on the Contractor Verification Form.

### **Option 2 - Standard Fingerprint Clearance Card**

A valid Arizona Department of Public Safety (DPS) Identity Verified Prints (IVP) Clearance Card is acceptable for this level.

Contractor shall provide IVP fingerprint clearance card number on the Contractor Verification Form.

### **REQUIRED PROCESS (SUBMIT DOCUMENTS IN ORDER LISTED BELOW):**

- **IVP Clearance Card** – email form and documentation to [HRBackgroundChecks@MesaAZ.gov](mailto:HRBackgroundChecks@MesaAZ.gov). Forms may also be delivered to City of Mesa Human Resources Office at 20 E. Main Street, Suite 250.
  1. **Level 1 Background Authorization Form**
    - Top section completed by City.
    - Contractor employees complete their names and information. The form must be signed.
    - **NOTE:** Incomplete information will delay the process and notification of clearance. Please make sure to fill in the Contractor/Subcontractor Company Name.
  2. **Front and Back of a Valid, Current Government-Issued ID**
  3. **Front and Back of a Valid, Current AZ DPS IVP Clearance Card**

Human Resources will review documentation and update their system. The City Contact is notified of status updates and will notify the Prime Contractor for the project. The Prime Contractor then notifies each subcontracting company separately.

Upon confirmed clearance notification, contractors can begin badging process as below and, if applicable, building access. **No personnel are to go to the Badging Office until they have received notification from the City that they have been approved.**

- **Badge Request** – email forms and documentation to [Badging@MesaAZ.gov](mailto:Badging@MesaAZ.gov).
  1. **Contractor Verification Form**
    - Completed by Contractor.
    - Contractor is responsible for keeping this form up-to-date.
    - Subcontractors are to complete their own form.
    - Needs IVP Clearance Card Number completed on this form.
  2. **Identification Card Request Form – Contractor** ([Badging@MesaAZ.gov](mailto:Badging@MesaAZ.gov))
    - Yellow highlighted sections completed by City.
      - **NOTE:** Responsible RC is Department Number; Expiration Date is the end date of the contract (when badge/ID Card no longer required).
    - Gray highlighted sections completed by Contractor and Subcontractor, if applicable.
  4. **Legible Scan of the Front and Back of a Valid, Current Government-Issued ID**
  5. **Jpg Photo - MVD style**, headshot taken on a plain wall/backdrop, no sunglasses, no hats.

NOTE: Contractors and Subcontractors are not to go to Badging Office until after Clearance obtained and after correct and up-to-date Contractor Verification Form is on file. Badge will only be printed if Contractor's name is on the Contractor Verification Form.

Project Specific Provisions

Project No.                     

**NOTE TO CSS: Replace this page with Level 1 Background Authorization Form.**

## **CONTRACTOR VERIFICATION FORM**

Mesa City Policy and/or Arizona Revised Statute (ARS) §41-4401 requires certification of compliance with Federal immigration laws and regulations and State laws regarding verification of employment eligibility of a contractor's and any subcontractor's employees.

By completing and signing this form and the attached Employee Verification Worksheet, the contractor is attesting that it and all subcontractors performing work under the cited contract meet all requirements contained herein. Failure to complete and submit this form and attached worksheet on or before the due date specified and/or the falsification of any information provided herein may be grounds for termination of the contract.

I hereby attest that:

4. The contractor complies with the Federal Immigration and Nationality Act (FINA), the Immigration Reform and Control Act of 1986 (IRCA) all other Federal immigration laws and regulations, and ARS §23-214 (as applicable) related to the verification of employment eligibility of those employees performing work under this contract;
5. All subcontractors performing work under this contract comply with FINA, IRCA all other Federal immigration laws and regulations, and ARS §23-214 (as applicable) related to the verification of employment eligibility of those employees performing work under this contract; and
6. The contractor has identified all contractor and subcontractor employees who perform work under the contract on the attached Employee Verification Worksheet and has verified compliance with FINA, IRCA all other Federal immigration laws and regulations, and ARS §23-214 (as applicable) for each employee listed.

<b>Contract Number/Description:</b>
Name (as listed in the contract):
Street Name and Number:
City: State: Zip Code:
Authorized Contractor
(Employer) Signature:
Printed Name:
Title:
Date:
Company Subcontracting Under (if applicable):

Email to [Badging@mesaaz.gov](mailto:Badging@mesaaz.gov).

## **CONTRACTOR VERIFICATION FORM**

### **Employee Verification Worksheet**

**EMPLOYEE(S) NAME - PLEASE TYPE OR PRINT**

Employee Name	Hire Date	Date of Birth	Employment Eligibility Method (I-9 or E-Verify)	Identify Verified Print Number (if applicable)	Office Use
1.			E I		D J F
2.			E I		D J F
3.			E I		D J F
4.			E I		D J F
5.			E I		D J F
6.			E I		D J F
7.			E I		D J F
8.			E I		D J F
9.			E I		D J F
10.			E I		D J F
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16.			E I		D J F
17.			E I		D J F
18.			E I		D J F
19.			E I		D J F
20.			E I		D J F

Email to [Badging@mesaaz.gov](mailto:Badging@mesaaz.gov).



# Identification Card Request Form - Contractor

Completed by City Personnel

Completed by Contract Employee

Please Print (Use ink only)

Preferred Name: \_\_\_\_\_

**First Name:** \_\_\_\_\_**M.I.:** \_\_\_\_\_**Last Name:** \_\_\_\_\_**Emp.#:** \_\_\_\_\_**Dept#****F165****Department Name:****ENGINEERING****Ext:****2251**
☐ New    ☐ Modify Expiration Date    ☐ Modify Background Clearance level
**\*Contractor Verification Form, Government ID and Jpeg Photo Required****Background Level:**
☐ 0 - None    ☒ 1 - Web-based    ☐ 2 - Fingerprint    ☐ 3 - PD    ☐ 4 - PD
**Cleared By****Date Cleared****Engineering Only:**
☐ Fingerprint Clearance Card    ☐ 3 - PD

☐ HR    ☐ PD  
☐ IVP
**Responsible RC:** **F165****City Contact Person:** \_\_\_\_\_**Ext:** **2251****Expiration Date:** \_\_\_\_\_**Cardholder's Employer:** \_\_\_\_\_**Phone:** (    ) \_\_\_\_\_**Company Subcontracting Under:** \_\_\_\_\_

Please Initial:

- 1.** \_\_\_\_\_ Identification/Access cards are assigned to a single individual and may not be transferred.
- 2.** \_\_\_\_\_ Identification/Access cards are not to be loaned to another person for any reason.
- 3.** \_\_\_\_\_ Lost, misplaced, stolen and damaged identification cards must be reported immediately to the badging office (644-5113) and to the city department project manager.
- 4.** \_\_\_\_\_ Identification cards are the property of the City of Mesa and must be surrendered upon termination of the project or expiration of the contract.

*I have read and understand the conditions listed above and agree to abide by them. I further understand that violation of these conditions may result in future project eligibility.*

**Signature of Card Holder:** \_\_\_\_\_ **Emp. #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorized COM Signature:** \_\_\_\_\_ **Ext:** **2251** **Date:** \_\_\_\_\_

**Authorized COM Printed Name:** \_\_\_\_\_

For Badging Office Use Only:

Date Card Issued: _____	Date Card Returned: _____	
Issued By: _____	Emp.#: _____	Date: _____

Email to [Badging@mesaaz.gov](mailto:Badging@mesaaz.gov) with a copy of government ID and jpeg photo.



## ATTACHMENT B.2

**LEVEL 2 (non-Criminal Justice Facilities):** Fingerprint based background through Department of Public Safety (DPS) and Federal Bureau of Investigation (FBI) per Personnel Rules, Section 210.

This level is required for high security non-Criminal Justice Facilities and/or where the contractor may have contact with minors, disabled or homebound persons, including (but not limited to): ITD Data Center, libraries, museums, Red Mountain Multi-Generation Facility, Mesa Arts Center.

Level 2 includes a search of DPS/FBI databases by name, date of birth, and social security **AND** fingerprints. This is a state and nationwide search of all criminal offenses since 18 years of age. **Results can take up to 4 to 6 weeks to receive.** The City's fingerprinting vendor is SecureOne Livescan (132 W Pepper Pl, Mesa AZ 85201). The cost of fingerprinting and search is charged back to the department and/or project by HR upon receipt of invoice from Secureone Livescan.

In accordance with the Personnel Rules, it is critical that departments understand contractors should **only** be fingerprinted if the following apply:

1. Contract workers/non-employee staff who are eighteen (18) years of age and older and anticipated to be in contact with minors, disabled or homebound individuals; **OR**
2. Contract workers/non-employee staff assigned to work in security sensitive areas.

There are two ways to obtain a Level 2 badge: Fingerprint based background through the City of Mesa or the contractor can provide an existing valid Arizona DPS Identity Verified Prints (IVP) Clearance Card. The cost of the fingerprint background check through the City of Mesa is charged back to the department and/or project by HR upon receipt of invoice, while the IVP Clearance Card is an expense of the contractor.

### **REPRINTING REQUIREMENTS – AFTER A BREAK IN SERVICE - LEVEL 2 (non-Criminal Justice Facilities):**

The Personnel Rules, Section 210 – General Employment Provisions, indicate the following requirements when there is a break in service:

- “E.1. The City of Mesa shall obtain a full set of fingerprints from the persons identified in this section.
- a. 4) All temporary agency workers, independent contract workers, and volunteers eighteen (18) years of age and over who are anticipated to be in contact with minors, disabled or homebound persons, or work in security sensitive areas, unless previously fingerprinted for the City within the last twelve (12) months.”

### **Option 1 - Requesting DPS/FBI Fingerprinting and Identification Card (Badge)**

#### **REQUIRED PROCESS (SUBMIT DOCUMENTS IN ORDER LISTED BELOW):**

- **Level 2 Background Authorization Fingerprint Form** – take this form and valid government ID to Secureone Livescan at 132 W. Pepper Place, Mesa, AZ 85201, Monday through Friday, 8 am – 5 pm.
  1. Contractor must be given Fingerprint Authorization Form AND Appeal Memo. The Appeal Memo does **NOT** need to be submitted to the City.
  2. Two boxed sections of the Fingerprint Authorization Form are to be completed by City.
  3. Contractor employees complete their names and information. Please make sure to include company name. The form must be signed and **taken to the address at the bottom of the form** where Contractor employees' prints will be taken.
    3. No appointment is necessary.
    4. Fingerprint cards are mailed to DPS in Phoenix daily.
  4. For any individual with criminal history, a reasonable amount of time is allowed to complete/challenge the accuracy of any criminal history record.
  5. Original fingerprint cards and results are sent from DPS to the City of Mesa Human Resources offices for review.
    3. Contractors with no criminal history information will be cleared through HR.
    4. Contractors with criminal history information will require additional review by the Department Director/Authorized Personnel over the area in which the work will be completed.
  5. Human Resources then updates their system. The City Contact (PM) is notified of status updates and notifies the Prime Contractor for the project. The Prime Contractor then notifies each subcontracting company separately.

6. Upon confirmed clearance notification, contractors can begin badging process as below and, if applicable, building access. **No personnel are to go to the Badging Office until they have received notification from the City that they have been approved.**

- **Badge Request** – email forms and documentation to [Badging@MesaAZ.gov](mailto:Badging@MesaAZ.gov).
  1. **Contractor Verification Form**
    - Completed by Contractor.
    - Contractor is responsible for keeping this form up-to-date.
    - Subcontractors are to complete their own form.
    - Needs IVP Clearance Card Number completed on this form.
  2. **Identification Card Request Form – Contractor** ([Badging@MesaAZ.gov](mailto:Badging@MesaAZ.gov))
    - Yellow highlighted sections completed by City.
      - **NOTE:** Responsible RC is Department Number; Expiration Date is the end date of the contract (when badge/ID Card no longer required).
    - Gray highlighted sections completed by Contractor and Subcontractor, if applicable.
  3. **Front and Back of a Valid, Current Government-Issued ID**
  4. **Jpg Photo - MVD style**, headshot taken on a plain wall/backdrop, no sunglasses, no hats.

#### **Option 2 - Standard Fingerprint Clearance Card**

A valid Arizona Department of Public Safety (DPS) Identity Verified Prints (IVP) Clearance Card is acceptable for this level. Contractor shall provide IVP fingerprint clearance card number on the Contractor Verification Form.

#### **REQUIRED PROCESS (SUBMIT DOCUMENTS IN ORDER LISTED BELOW):**

- **IVP Clearance Card** – email form and documentation to [HRBackgroundChecks@MesaAZ.gov](mailto:HRBackgroundChecks@MesaAZ.gov).

Forms may also be delivered to City of Mesa Human Resources Office at 20 E. Main Street, Suite 250.

  1. **Front and Back of a Valid, Current Government-Issued ID**
  2. **Front and Back of a Valid, Current AZ DPS IVP Clearance Card**

Human Resources will review documentation and update their system. The City Contact is notified of status updates and will notify the Prime Contractor for the project. The Prime Contractor then notifies each subcontracting company separately.

Upon confirmed clearance notification, contractors can begin badging process as below and, if applicable, building access. **No personnel are to go to the Badging Office until they have received notification from the City that they have been approved.**

- **Badge Request** – email forms and documentation to [Badging@MesaAZ.gov](mailto:Badging@MesaAZ.gov).
  1. **Contractor Verification Form**
    - Completed by Contractor.
    - Contractor is responsible for keeping this form up-to-date.
    - Subcontractors are to complete their own form.
    - Needs IVP Clearance Card Number completed on this form.
  2. **Identification Card Request Form – Contractor** ([Badging@MesaAZ.gov](mailto:Badging@MesaAZ.gov))
    - Yellow highlighted sections completed by City.
      - **NOTE:** Responsible RC is Department Number; Expiration Date is the end date of the contract (when badge/ID Card no longer required).
    - Gray highlighted sections completed by Contractor and Subcontractor, if applicable.
  3. **Front and Back of a Valid, Current Government-Issued ID**
  4. **Jpg Photo - MVD style**, headshot taken on a plain wall/backdrop, no sunglasses, no hats.

NOTE: Contractors and Subcontractors are not to go to Badging Office until after Clearance obtained and after correct and up-to-date Contractor Verification Form is on file. Badge will only be printed if Contractor's name is on the Contractor Verification Form.

Project Specific Provisions

Project No.                     

**NOTE TO CSS: Replace this page with Level 2 Fingerprint Authorization Form.**



**Human Resources Department**

To Whom It May Concern:

If you would like to challenge or correct the information that was received in your Federal Bureau of Investigation (FBI) or your Department of Public Safety (DPS) report you may do so in the following way:

**Federal Bureau of Investigation (FBI)**

Per [28 CFR 16.34](#), send a written challenge request to the FBI's Criminal Justice Information Services Division:

**FBI, Criminal Justice Information Services Division Attn: SCU, Mod.D-2 1000 Custer  
Hollow Road Clarksburg, WV 26306**

Your written request should clearly identify the information you feel is inaccurate or incomplete and should include copies of any available supporting documentation to substantiate your claim. For example, if your disposition information is incorrect or missing, you may submit documentation obtained from the court having jurisdiction over the arrest or the office prosecuting the offense. The FBI will then forward the challenge to the agency which submitted the data, requesting that agency verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

**Department of Public Safety (DPS)**

Per [Arizona Revised Statute §41-1756](#), the subject of a criminal record may review the information contained in the record for the sole purpose of reviewing the accuracy and completeness of their record. For a copy of your DPS history please contact the [Criminal History Records Section](#) at (602) 223-2222 to obtain a Record Review Packet. Upon receipt of the record review results, if you feel your record is inaccurate or incomplete, you can challenge your criminal record by completing the "Review and Challenge of Arizona Criminal History Record Information" form which will be mailed with the results of the record review.

If you have any questions about the process, please do not hesitate to contact me at (480) 644-5762.

Thank you,  
Stacie Peyton  
Information Systems Coordinator  
(480) 644-5762

P.O. Box 1466  
Mesa Arizona 85211-1466  
480.644.2365 Tel  
480.644.2380 Fax

## **CONTRACTOR VERIFICATION FORM**

Mesa City Policy and/or Arizona Revised Statute (ARS) §41-4401 requires certification of compliance with Federal immigration laws and regulations and State laws regarding verification of employment eligibility of a contractor's and any subcontractor's employees.

By completing and signing this form and the attached Employee Verification Worksheet, the contractor is attesting that it and all subcontractors performing work under the cited contract meet all requirements contained herein. Failure to complete and submit this form and attached worksheet on or before the due date specified and/or the falsification of any information provided herein may be grounds for termination of the contract.

I hereby attest that:

1. The contractor complies with the Federal Immigration and Nationality Act (FINA), the Immigration Reform and Control Act of 1986 (IRCA) all other Federal immigration laws and regulations, and ARS §23-214 (as applicable) related to the verification of employment eligibility of those employees performing work under this contract;
2. All subcontractors performing work under this contract comply with FINA, IRCA all other Federal immigration laws and regulations, and ARS §23-214 (as applicable) related to the verification of employment eligibility of those employees performing work under this contract; and
3. The contractor has identified all contractor and subcontractor employees who perform work under the contract on the attached Employee Verification Worksheet and has verified compliance with FINA, IRCA all other Federal immigration laws and regulations, and ARS §23-214 (as applicable) for each employee listed.

<b>Contract Number/Description:</b>
Name (as listed in the contract):
Street Name and Number:
City: State: Zip Code:
Authorized Contractor
(Employer) Signature:
Printed Name:
Title:
Date:
Company Subcontracting Under (if applicable):



## CONTRACTOR VERIFICATION FORM

### Employee Verification Worksheet

#### EMPLOYEE(S) NAME - PLEASE TYPE OR PRINT

Employee Name	Hire Date	Date of Birth	Employment Eligibility Method (I-9 or E-Verify)	Identify Verified Print Number (if applicable)	Office Use
1.			E I		D J F
2.			E I		D J F
3.			E I		D J F
4.			E I		D J F
5.			E I		D J F
6.			E I		D J F
7.			E I		D J F
8.			E I		D J F
9.			E I		D J F
10.			E I		D J F
11.			E I		D J F
12.			E I		D J F
13.			E I		D J F
14.			E I		D J F
15.			E I		D J F
16.			E I		D J F
17.			E I		D J F
18.			E I		D J F
19.			E I		D J F
20.			E I		D J F

Email [Badging@mesaaz.gov](mailto:Badging@mesaaz.gov).





# Identification Card Request Form - Contractor

Completed by City Personnel

Completed by Contract Employee

Please Print (Use ink only)

Preferred Name: \_\_\_\_\_

**First Name:** \_\_\_\_\_**M.I.:** \_\_\_\_\_**Last Name:** \_\_\_\_\_**Emp.#:** \_\_\_\_\_**Dept#****F165****Department Name:****ENGINEERING****Ext:****2251**
☐ New    ☐ Modify Expiration Date    ☐ Modify Background Clearance level
**\*Contractor Verification Form, Government ID and Jpeg Photo Required****Background Level:**
☐ 0 - None    ☐ 1 - Web-based    ☒ 2 - Fingerprint    ☐ 3 - PD    ☐ 4 - PD

Cleared By

Date Cleared

**Engineering Only:**
☐ Fingerprint Clearance Card    ☐ 3 - PD

☐ HR    ☐ PD  
☐ IVP
**Responsible RC:** **F165****City Contact Person:** \_\_\_\_\_**Ext:** **2251****Expiration Date:** \_\_\_\_\_**Cardholder's Employer:** \_\_\_\_\_**Phone:** ( ) \_\_\_\_\_**Company Subcontracting Under:** \_\_\_\_\_

Please Initial:

- 1.** \_\_\_\_\_ Identification/Access cards are assigned to a single individual and may not be transferred.
- 2.** \_\_\_\_\_ Identification/Access cards are not to be loaned to another person for any reason.
- 3.** \_\_\_\_\_ Lost, misplaced, stolen and damaged identification cards must be reported immediately to the badging office (644-5113) and to the city department project manager.
- 4.** \_\_\_\_\_ Identification cards are the property of the City of Mesa and must be surrendered upon termination of the project or expiration of the contract.

*I have read and understand the conditions listed above and agree to abide by them. I further understand that violation of these conditions may result in future project eligibility.*

**Signature of Card Holder:** \_\_\_\_\_ **Emp. #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorized COM Signature:** \_\_\_\_\_ **Ext:** **2251** **Date:** \_\_\_\_\_

**Authorized COM Printed Name:** \_\_\_\_\_

For Badging Office Use Only:

Date Card Issued:	Date Card Returned:	
Issued By:	Emp.#:	Date:

Email to [Badging@mesaaz.gov](mailto:Badging@mesaaz.gov) with a copy of government ID and jpeg photo.

## **ATTACHMENT B.3 (ESCORTED)**

**LEVEL 3 ESCORTED (Criminal Justice Facilities):** This level is required on all contractors/non-employee staff assigned to high security facilities associated with the criminal justice system (Police Department facilities, City Prosecutor and Courts) and includes any type of work in Police Department facilities, 911 Communications Building, Prosecutor's offices and Courts and is coordinated with the Mesa Police Department. This level of clearance requires escorted access to these facilities, which means the contractor/non-employee staff member must be escorted by an employee, or designee, of that facility.

Both background Levels 2 and 3 include a search of DPS/FBI databases by name, date of birth, and social security **AND** fingerprints. This is a true state and nationwide search of all criminal offenses since 18 years of age. **Results can take up to 4 to 6 weeks to receive.** The City's fingerprinting vendor is Secureone Livescan (132 W Pepper PI, Mesa AZ 85201). The cost of fingerprinting is charged back to the department and/or project by HR upon receipt of invoice from Secureone Livescan.

In accordance with the Personnel Rules, it is critical that departments understand contractors/non-employee staff should **only** be fingerprinted if the following apply:

1. Contract workers/non-employee staff who are eighteen (18) years of age and older and anticipated to be in contact with minors, disabled or homebound individuals; **OR**
2. Contract workers/non-employee staff assigned to work in security sensitive areas. For the purpose of fingerprinting under the Personnel Rules, security sensitive areas are:
  - a. Criminal Justice Administration (i.e., Police Department facilities, City Court or City Prosecutor Offices)
  - b. Individuals who are eighteen (18) years of age or older and placed in certain ITD assignments
  - c. Individuals who are eighteen (18) years of age or older and will be responsible for handling cash or credit card information.

### **REPRINTING REQUIREMENTS – AFTER A BREAK IN SERVICE**

#### **LEVEL 3 ESCORTED (Criminal Justice Facilities/PD Facilities):**

If there is a break in service within the last 12-months, City of Mesa and/or Police Department Human Resources will conduct a background check depending on current clearance level, desired clearance level and review for duration of break in service. If the individual was fingerprinted outside of the 12-month period, then re-fingerprinting would be required.

#### **Requesting DPS/FBI Fingerprinting**

##### **REQUIRED PROCESS (SUBMIT DOCUMENTS IN ORDER LISTED BELOW):**

**NOTE:** Continuous escort required for all individuals at all times onsite, as further detailed in the section titled "Security Oversight by Off-Duty Mesa Officer", which is included in these Special Provisions if this level applies.

- **Level 3 Background Authorization Fingerprint Form** – take form and valid government ID to Secureone Livescan at 132 W. Pepper Place, Mesa, AZ 85201, Monday through Friday, 8 am to 5 pm. No appointment is necessary.
  1. Contractor must be given Fingerprint Authorization Form AND Appeal Memo. The Appeal Memo does **NOT** need to be submitted to the City.
    - Two boxed sections of the Fingerprint Authorization Form are to be completed by City.
    - Contractor employees complete their names and information. Please make sure to include company name. The form must be signed and taken to the address at the bottom of the form where Contractor employees prints will be taken.
    - Fingerprint cards are mailed to DPS in Phoenix daily.
  2. For any individual with criminal history, a reasonable amount of time is allowed to complete/challenge the accuracy of any criminal history record.
  3. Original fingerprint cards and results are sent from DPS to the City of Mesa Human Resources offices for review.
  4. Contractors with no criminal history information will be cleared through HR.
  5. Contractors with criminal history information will require additional review by the Department Director/Authorized Personnel over the area in which the work will be completed. Prior to allowing contractor staff to begin working, HR will need to advise the Police Department of criminal history information for a review and approval/denial process.

## Project Specific Provisions

Project No.                     

6. Human Resources then updates their system. The City Contact (PM) is notified of status updates and notifies the Prime Contractor for the project. The Prime Contractor then notifies each subcontracting company separately.
  7. Upon confirmed clearance notification, contractors can begin badging process as below and, if applicable, building access. **No personnel are to go to the Badging Office until they have received notification from the City that they have been approved.**
- **Badge Request** – email forms and documentation to [Badging@MesaAZ.gov](mailto:Badging@MesaAZ.gov).
    1. **Contractor Verification Form**
      - Completed by Contractor.
      - Contractor is responsible for keeping this form up-to-date.
      - Subcontractors are to complete their own form.
      - Needs IVP Clearance Card Number completed on this form.
    2. **Identification Card Request Form – Contractor** ([Badging@MesaAZ.gov](mailto:Badging@MesaAZ.gov))
      - Yellow highlighted sections completed by City.
        - **NOTE:** Responsible RC is Department Number; Expiration Date is the end date of the contract (when badge/ID Card no longer required).
      - Gray highlighted sections completed by Contractor and Subcontractor, if applicable.
    3. **Front and Back of a Valid, Current Government-Issued ID**
    4. **Jpg Photo - MVD style**, headshot taken on a plain wall/backdrop, no sunglasses, no hats.

Project Specific Provisions

Project No.                     

**NOTE TO CSS: Replace this page with Level 3 Escorted Fingerprint Authorization Form.**



**Human Resources Department**

To Whom It May Concern:

If you would like to challenge or correct the information that was received in your Federal Bureau of Investigation (FBI) or your Department of Public Safety (DPS) report you may do so in the following way:

**Federal Bureau of Investigation (FBI)**

Per [28 CFR 16.34](#), send a written challenge request to the FBI's Criminal Justice Information Services Division:

**FBI, Criminal Justice Information Services Division Attn: SCU, Mod.D-2 1000 Custer  
Hollow Road Clarksburg, WV 26306**

Your written request should clearly identify the information you feel is inaccurate or incomplete and should include copies of any available supporting documentation to substantiate your claim. For example, if your disposition information is incorrect or missing, you may submit documentation obtained from the court having jurisdiction over the arrest or the office prosecuting the offense. The FBI will then forward the challenge to the agency which submitted the data, requesting that agency verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

**Department of Public Safety (DPS)**

Per [Arizona Revised Statute §41-1756](#), the subject of a criminal record may review the information contained in the record for the sole purpose of reviewing the accuracy and completeness of their record. For a copy of your DPS history please contact the [Criminal History Records Section](#) at (602) 223-2222 to obtain a Record Review Packet. Upon receipt of the record review results, if you feel your record is inaccurate or incomplete, you can challenge your criminal record by completing the "Review and Challenge of Arizona Criminal History Record Information" form which will be mailed with the results of the record review.

If you have any questions about the process, please do not hesitate to contact me at (480) 644-5762.

Thank you,  
Stacie Peyton  
Information Systems Coordinator  
(480) 644-5762

P.O. Box 1466  
Mesa Arizona 85211-1466  
480.644.2365 Tel  
480.644.2380 Fax

## **CONTRACTOR VERIFICATION FORM**

Mesa City Policy and/or Arizona Revised Statute (ARS) §41-4401 requires certification of compliance with Federal immigration laws and regulations and State laws regarding verification of employment eligibility of a contractor's and any subcontractor's employees.

By completing and signing this form and the attached Employee Verification Worksheet, the contractor is attesting that it and all subcontractors performing work under the cited contract meet all requirements contained herein. Failure to complete and submit this form and attached worksheet on or before the due date specified and/or the falsification of any information provided herein may be grounds for termination of the contract.

I hereby attest that:

1. The contractor complies with the Federal Immigration and Nationality Act (FINA), the Immigration Reform and Control Act of 1986 (IRCA) all other Federal immigration laws and regulations, and ARS §23-214 (as applicable) related to the verification of employment eligibility of those employees performing work under this contract;
2. All subcontractors performing work under this contract comply with FINA, IRCA all other Federal immigration laws and regulations, and ARS §23-214 (as applicable) related to the verification of employment eligibility of those employees performing work under this contract; and
3. The contractor has identified all contractor and subcontractor employees who perform work under the contract on the attached Employee Verification Worksheet and has verified compliance with FINA, IRCA all other Federal immigration laws and regulations, and ARS §23-214 (as applicable) for each employee listed.

<b>Contract Number/Description:</b>
Name (as listed in the contract):
Street Name and Number:
City: State: Zip Code:
Authorized Contractor
(Employer) Signature:
Printed Name:
Title:
Date:
Company Subcontracting Under (if applicable):





## CONTRACTOR VERIFICATION FORM

### Employee Verification Worksheet

#### EMPLOYEE(S) NAME - PLEASE TYPE OR PRINT

Employee Name	Hire Date	Date of Birth	Employment Eligibility Method (I-9 or E-Verify)	Identify Verified Print Number (if applicable)	Office Use
1.			E I		D J F
2.			E I		D J F
3.			E I		D J F
4.			E I		D J F
5.			E I		D J F
6.			E I		D J F
7.			E I		D J F
8.			E I		D J F
9.			E I		D J F
10.			E I		D J F
11.			E I		D J F
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17.			E I		D J F
18.			E I		D J F
19.			E I		D J F
20.			E I		D J F

Email [Badging@mesaaz.gov](mailto:Badging@mesaaz.gov).



# Identification Card Request Form - Contractor

Completed by City Personnel

Completed by Contract Employee

Please Print (Use ink only)

Preferred Name: \_\_\_\_\_

**First Name:** \_\_\_\_\_**M.I.:** \_\_\_\_\_**Last Name:** \_\_\_\_\_**Emp.#:** \_\_\_\_\_**Dept#****F165****Department Name:****ENGINEERING****Ext:****2251**
☐ New    ☐ Modify Expiration Date    ☐ Modify Background Clearance level
**\*Contractor Verification Form, Government ID and Jpeg Photo Required****Background Level:**
☐ 0 - None    ☐ 1 - Web-based    ☐ 2 - Fingerprint    ☒ 3 - PD    ☐ 4 - PD
**Cleared By****Date Cleared****Engineering Only:**
☐ Fingerprint Clearance Card    ☐ 3 - PD

☐ HR    ☐ PD  
☐ IVP
**Responsible RC:** **F165****City Contact Person:** \_\_\_\_\_**Ext:** **2251****Expiration Date:** \_\_\_\_\_**Cardholder's Employer:** \_\_\_\_\_**Phone:** (    ) \_\_\_\_\_**Company Subcontracting Under:** \_\_\_\_\_

Please Initial:

- 1.** \_\_\_\_\_ Identification/Access cards are assigned to a single individual and may not be transferred.
- 2.** \_\_\_\_\_ Identification/Access cards are not to be loaned to another person for any reason.
- 3.** \_\_\_\_\_ Lost, misplaced, stolen and damaged identification cards must be reported immediately to the badging office (644-5113) and to the city department project manager.
- 4.** \_\_\_\_\_ Identification cards are the property of the City of Mesa and must be surrendered upon termination of the project or expiration of the contract.

*I have read and understand the conditions listed above and agree to abide by them. I further understand that violation of these conditions may result in future project eligibility.*

**Signature of Card Holder:** \_\_\_\_\_ **Emp. #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorized COM Signature:** \_\_\_\_\_ **Ext:** **2251** **Date:** \_\_\_\_\_

**Authorized COM Printed Name:** \_\_\_\_\_

For Badging Office Use Only:

Date Card Issued:	Date Card Returned:	
Issued By: _____	Emp.#: _____	Date: _____

Email to [Badging@mesaaz.gov](mailto:Badging@mesaaz.gov) with a copy of government ID and jpeg photo.

Project Specific Provisions  
Project No.

**ATTACHMENT C**  
(1 PAGE)

City of Mesa  
**Sewer Lateral Inspection Report**

Company: \_\_\_\_\_  
Quarter Section: \_\_\_\_\_  
Inspector: \_\_\_\_\_  
Camera Crew: \_\_\_\_\_  
Engineering: \_\_\_\_\_  
Date: \_\_\_\_\_  
Tape / CD: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City of Mesa Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Address	Meter #	No Conflict	Verified by Separation Electronic Location Gas / Sewer	Verified by Camera Inspection	Verified by Dig Inspection	COMMENTS
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	