

TOWN OF NORTH ANDOVER
DIVISION OF PUBLIC WORKS
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NORTH ANDOVER, MASSACHUSETTS 01845-2909

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CONDUIT PETITION REQUIREMENTS

Regarding: Conduit Petition requirements.

Adequate conduit design plans shall be submitted and approved as per the requirements listed below before being granted conditional approval to perform the work detailed and described within the conduit petition and design plans. The conduit design elements and review criteria includes, but is not limited to the requirements listed herein. The conduit petition requirements listed herein are a minimum standard and are meant to be a starting point and general guide for design purposes and specific issues unique to each site if not discussed herein will be addressed on a case by case basis. Upon the review of the design plans, additional edits and modifications may be required to fully address site specific issues within the design plans prior to final submission for the Conduit Petition Conditional Approval:

Minimum Requirements:

- a. Submit a detailed Conduit Design Civil/Survey plan set for the Petition # _____, the area affected will be fully depicted within the respective Street right of way and neighborhood. The Conduit Design plans submitted with this Underground Conduit Petition may require modifications, edits, and additional information prior to issuance of Street Opening Permit and authorization to proceed with construction.
- b. A detailed Civil/Survey set of drawings in an industry standard format, showing and depicting all current network structures; energy and water transmission conduits, pipelines, and structures; tunnels; and storm drain and sanitary sewer systems and structures. Also, show existing conditions including but not limited to roadway, sidewalks, driveways, plantings and trees and tree line, mailboxes and fences and walls that are within or in close proximity to the street right of way. The Design plans shall include proposed improvements that impact the residents and town property, such as proposed conduit, duct bank, pull boxes, access locations and proposed crossings within paved portion of roadway and driveways which will be in keeping with Town of North Andover policy and Subdivision Rules & Regulations. Plans should include approximate location of Wetland Resource areas and stream crossings, as well as proposed erosion control measures where necessary.

Design Plans minimum requirements are as follows:

1. Plans should include approximate location of Wetland Resource areas and stream crossings, as well as proposed erosion control measures where necessary.
 2. After edits and modifications are approved by the town and finished, final plans will be provided as such, a full size to scale hard copy (24"x36") will be sent along with an electronic copy to the North Andover D.P.W.
 3. Public Shade Trees that will be impacted shall be depicted on design plans.
 4. In most cases, the proposed conduit, pull boxes and hand holes will be located far enough from Hydrants so that work on lateral water main, water gates, and hydrants is possible without disturbing conduit.
 5. Where the proposed conduit crosses drain culverts, drain or sewer mains it would be beneficial to show the rim and invert elevations of the existing infrastructure.
 6. The proposed conduit should not be depicted over water main intersection with gates in the middle of the Street intersection. The proposed conduit should not be drawn in close proximity to or over existing drainage, sewerage structures and infrastructure. Conduit shall not be laid over or within areas that require future access to water main intersection, water gates, or where other infrastructure junctures and structures are located. See Conditions set forth in Section d & c below.
- c. The Design improvements edits and additional information and modifications contained herein need to be addressed on design plans and resubmitted for inclusion with this petition to be approved by the Town of North Andover Selectman for authorization to perform the work within the right of way and roadway in that neighborhood.
- d. In general the policy for conduit utilities, duct bank, hand hole, pull box and vault placement should be in the roadway shoulder (outside of the paved roadway, in keeping with Town of North Andover policy and Subdivision Rules & Regulations), except for street crossings, keeping conduit within paved portion of roadway to a minimum. The proposed design should leave adequate space from existing Town infrastructure to minimize impact to said utilities during conduit installation and/or construction and still allow enough space for safe maintenance and replacement of town infrastructure without interference from proposed conduit location in the future.
- e. The Town of North Andover Board of Selectman require all utility companies working within The Town of North Andover to petition the Board of Selectman for approval to perform proposed utility work within town right of ways and roadways. The required petition to perform work within right of way and roadway is regardless of in kind replacement or upgrade replacement or new services.
- f. Sign off and approval of Conservation agent on the Street Opening permit application required. Wetland Resource areas and stream crossings, as well as proposed erosion control measures where necessary will need to be permitted through the Conservation Commission.

- g. Design & installation shall be in accord with all pertinent Town, State and Federal Codes for Electric Utilities, Telecommunications and construction standards, including but not limited to: Massachusetts Department of Public Utilities Docket #DTE 98-22 (as amended), 220 CMR 125, 220 CMR 126.
- h. The contractor that will be performing the work covered within this Petition may be required to apply for a Street Opening Permit (Required: edits to detailed civil/survey plans and Petition Approval by Board of Selectman) at the North Andover D.P.W. and have a Cash Bond, a valid Paper Bond (\$10,000.00), and a valid Certificate of Liability Insurance with appropriate coverage that lists the Town of North Andover as an additionally insured on file at the North Andover D.P.W.
- i. Insurance Specifications:
The intent of the Specifications regarding insurance is to specify minimum coverage and minimum acceptable limits of liability. However, it shall be the Contractor's responsibility to purchase and maintain insurance of such character and in such amounts as will adequately protect it and the Town from and against all claims, damages, losses and expenses resulting from exposure to any casualty liability in the performance of the Work.
- j. Requirements for Liability Insurance:
Liability insurance shall include all major divisions and shall be on a comprehensive general basis including Premises and Operations, Owners and Contractor's Protective, Products and Completed Operations, and Owned, Non-owned and Hired Motor Vehicles. All such insurance shall be written for not less than any limits of liability required by law, unless otherwise provided in the contract documents, or the following limits, whichever are greater:

Comprehensive General Liability Insurance (Broad Form)	
Bodily Injury	\$1,000,000 per person \$3,000,000 per occurrence
Property Damage	\$1,000,000 per occurrence \$3,000,000 annual aggregate
Automobile Liability Insurance	\$500,000 per person \$1,000,000 per occurrence

The above insurance policies shall also be subject to the following requirements:

- j.1. Insurance coverage for the Contractor's Comprehensive General Liability shall be written by the one and the same insurance company to avoid the expense of duplicate and/or overlapping coverage and to facilitate and expedite the settlement of claims.

- j.2. Certificates of Insurance acceptable to the Town shall be addressed to and filed with the Town prior to commencement of the work. Renewal certificates shall be addressed to and filed with the Town at least ten (10) days prior to the expiration date of required policies.
 - j.3. No insurance coverage shall be subject to cancellation without at least thirty (30) days prior written notice forwarded by registered or certified mail to the Town DPW. The Town shall also be notified of the attachment of any restrictive amendments to the policies.
 - j.4. All Certificates of Insurance shall be on the "MIIA" or "ACORD" Certificate of Insurance form, shall contain true transcripts from the policies, authenticated by the proper officer of the Insurer, evidencing in particular those insured, the extent of coverage, the location and operations to which the insurance applies, the expiration date and the above-mentioned notice clauses, and lists the Town of North Andover as an additionally insured .
 - j.5. The Town shall be named as an additional insured on the above referenced liability Policies, and the Contractor's insurance shall be the primary coverage. The cost of such insurance, including required endorsements and amendments, shall be the sole responsibility of the Contractor.
- k. Indemnification of the Town of North Andover:
- The Contractor shall indemnify, defend and save harmless the Town, its officers, agents and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, recoveries and judgments of every nature and description (including reasonable attorneys' fees) brought or recovered against them that may arise in whole or in part out of or in connection with the work being performed or to be performed, or out of any act or omission by the Contractor, its employees, agents, subcontractors, material men, and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by any party indemnified hereunder. The Contractor further agrees to reimburse the Town for damage to its property caused by Contractor, its employees, agents, subcontractors or material men, and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, including damages caused by his, its or their use of faulty, defective or unsuitable material or equipment, unless the damage is caused by the Town's gross negligence or willful misconduct. The existence of insurance shall in no way limit the scope of the Contractor's indemnification.
- l. Compliance with M.G.L. Ch.87, §1-6, Public Shade Tree, Trees that will be impacted shall be depicted on project plans, a public hearing may be required. A portion of M.G.L. Ch.87, §3, is listed: *Section 3. Except as provided by section five, public shade trees shall not be cut, trimmed or removed, in whole or in part, by any person other than the tree warden or*

his deputy, nor shall they be cut down or removed by the tree warden or his deputy or other person without a public hearing...

- m. Design plan demonstrating that operations and maintenance activities will not adversely impact public ways or public rights of way, other networks, energy and water transmission conduits, pipelines, and structures, culverts, and storm drain and sanitary sewer systems and structures, gas mains.
- n. Paving:
 - a. The proposed conduit/lateral trench needs to be properly compacted with appropriate backfill material, and the edge of the trench is to be saw cut with clean edges. The trench needs to be properly compacted in appropriate lifts using a mechanical plate compactor; use of backhoe or excavator bucket for fill compaction is not acceptable.
 - b. The edge of the existing pavement is to be cleaned and heavily tack coated prior to pavement of bituminous over the excavated trench. The binder layer and modified finish layer of bituminous asphalt material will match the depth of the existing pavement (2" binder and 2" finish as a minimum) and be sufficiently rolled and compacted to produce a smooth finish.
 - c. The trench work within the Town of North Andover paved streets is to be paved by the end of each day, and no steel plates are allowed overnight without DPW approval.
 - d. The bituminous pavement placed over conduit trenches will be maintained to keep the pavement patch in good condition with a smooth surface and repaired as needed for settlement.
 - e. After a suitable period of time that includes one winter season of freeze/thaw, the bituminous pavement patch will be milled down two inches (2") for at least one foot wider than edge of the conduit trench on all edges. The new edge of the milled down area will be saw cut with clean edges.
 - f. The edge of the existing bituminous pavement will be cleaned and heavily tack coated prior to finish coat of bituminous asphalt pavement.
- o. Site Conditions pre and post construction:
 - 1. All areas impacted by the construction activities of this project shall be required to be properly returned to preconstruction conditions.
 - 2. This includes (but is not limited to) all walkways, driveways, grass areas (clean screened loam and seeded), landscaped areas and plantings, irrigation lines, all excavated areas and trenches, fences, walls affected by construction.
- p. Normal hours of construction operations will be between 7:30am-4:00pm during the week days. No work will be permitted on weekends, overnight, or on holidays, except for emergencies.
- q. No work will commence until after April 1, 2015, and No work will continue past November 15, 2015, any variation or exceptions to work season will be weather dependant thereafter and require written authorization for the North Andover DPW.