

UTILITY WORK PROGRAM REQUIREMENTS

THE BROWARD COUNTY AVIATION DEPARTMENT UTILITY REGISTRATION PROGRAM FOR FORT LAUDERDALE-HOLLYWOOD INTERNATIONAL AIRPORT (FLL) AND NORTH PERRY AIRPORT (HWO)

1. GENERAL PROVISIONS

- 1.1 Broward County owns and operates FLL and HWO. Any public or private utility company or its contractors desiring to perform any work on or occupy any property located at either of the Broward County Airports, must first be registered with the County, in accordance with these requirements. Additionally, the utility company must enter into a utility license agreement with Broward County ("County"). The utility license agreement will set forth the rights and obligations of the utility company as to its operation, occupancy and placement of utilities on, under or above Broward County Airport property. The Broward County Aviation Department Engineering Section of the Airport Development/Capital Improvement Projects Division shall oversee and manage all applications for registration. The Airport property includes without limitation, Fort Lauderdale International Airport (FLL) and North Perry Airport (HWO), collectively referred to as ("Airport Property") the County's Airport Aviation Department.
- 1.2 **WHEN REGISTRATION IS REQUIRED.** Registration is required for activity at Airport Property, including placing, extending, repairing or removing any pipes, ducts, structures, vaults, manholes, cables, wire, roadway structures or appurtenances, or for any other purposes, such as surveying, layout or subsurface utility exploration (SUE) or utility testing. For all such activities, a Utility Registration Form must be completed and submitted to the Broward County Aviation Department ("BCAD"), for review and acceptance.
- 1.3 **AGREEMENT WITH BROWARD COUNTY.** Prior to any registration being considered for approval, the utility company or its contractor ("Registrant") must present a license agreement fully executed by the utility company and the County, for the use of Airport Property for the purpose set forth in the Utility Registration Form ("License Agreement").
- 1.4 **OTHER LICENSE AND PERMITS.** Acceptance and approval of a Utility Registration Form by BCAD is not an approval or consent on behalf of any other governmental agency. The utility company or its contractor is required to be in compliance with all federal, state, Broward County, and all quasi-governmental and other agencies laws, codes, advisory circulars, rules, regulations, and ordinances having jurisdiction over Airport Property. The utility company or contractor shall be responsible for all fees and costs associated with obtaining the required permits.

- 1.5 APPLICATION AND REVIEW. Requests for registration shall be made through the Aviation Department's Engineering Section of the Capital Improvement Projects Division within Airport Development
- 1.6 ADVANCE NOTIFICATION FOR ROAD OR LANE CLOSING. Prior to beginning a single or multiple lane closure of a roadway, a minimum of seven (7) calendar days' notice shall be provided. The contractor shall contact the Aviation Department to coordinate traffic maintenance. The contractor shall prepare and submit for approval a traffic control plan at least seven (7) calendar days prior to the proposed project start date. BCAD will review the proposed plan, and either approve same or return the proposed plan to the contractor for changes.
- 1.7 REVIEW AND APPROVAL. Each registration request is subject to approval by the Aviation Department. Subsequent to BCAD's receipt of a copy of the Registrant's Utility Registration Form and BCAD's review and approval of the form, the requesting utility company or its contractor will be notified of the procedures for moving forward with the work. All work by the utility company and its contractors shall be completed in accordance with the terms and conditions set forth in its License Agreement with the County and in compliance with the Utility Registration Form, and all applicable laws and regulations.
- 1.8 DISPLAY OF UTILITY REGISTRATION FORM. The utility or its contractor shall prominently display a copy of the current, approved Utility Registration Form at the job site (and/or vehicle) at all times while work is in progress. The utility or its contractor shall make the Utility Registration Form available for inspection upon request of the Aviation Department or security personnel.
- 1.9 INSURANCE. Prior to the commencement of any work on Airport Property, the utility company and its contractors shall procure and maintain at their own expense, all insurance required by Broward County's Risk Management Division and as set forth in the License Agreement.
- 1.10 SUNSHINE STATE ONE CALL. The utility company and its contractors shall contact Sunshine State One Call at 1-800-432-4770 (Option 1) to locate existing underground utility facilities prior to beginning their work, as required by Florida State Statutes. Any utilities not covered under Sunshine State One Call shall be contacted individually.

1.11 ACCEPTANCE OF PROJECT.

- a) After construction is completed, record drawings (As-Builts) must be submitted to the Aviation Department pursuant to the terms and conditions of the License Agreement.
- b) The utility company shall submit a request for final inspection to the Aviation Department. Following the inspection, any noted defects will be corrected by the utility company and its contractors. Thereafter, the Aviation Department will review the required corrections and if acceptable, Aviation Department will issue a notice of acceptance.

2. INFORMATION NEEDED

Registration requests shall include without limitation the following information:

- a) Name of utility company; its contractors, and any agents.
- b) Address of utility company; its contractors, and any agents.
- c) Contact name and phone number (and a 24-hour emergency number).
- d) Location of work – be specific. (Include Key Map showing proposed location on airport property). Also include:
 - Plan view drawings (to scale)
 - Right-of-way lines or easement lines
 - Proposed utility and proposed utility appurtenances
 - Horizontal distance from the proposed utility to a well-defined feature of a transportation facility (such as edge of travel lanes
 - Limits of work area (including staging, access points, or other areas to be used)
 - Maximum allowable operating pressures of proposed gas mains and the locations of proposed shut-off valves
 - Above ground features such as existing structures, or poles within the work area
 - Underground features such as utilities, drainage pipes, FAA cables, or communication lines within the proposed work area as can be reasonably be obtained by a review of existing records
- e) Proposed method of work and project schedule
- f) List of proposed materials
- g) Size of trench or excavation (width/length/depth) and proposed method of installation, function, type, and largest reamer if used
- h) How long is the project – provide start and completion dates
- i) Proposed working hours, if applicable
- j) Purpose of request, utility placement, working on overhead facilities, removal, etc. (provide address when appropriate)
- k) Traffic control plan and notes (number and location of lanes to be closed, etc.)
- l) A plan for access to and from the site shall be submitted
- m) Plans as required by Section 3
- n) Any equipment (crane, boring mast, antenna, etc.) or process that will require a height greater than fifteen (15) feet above ground level

- o) List of subcontractors to be utilized during the term of the project
- p) Federal Aviation Administration (FAA) Form 7460 and Results Letter as required

3. REQUIRED PLANS

- 3.1 Whenever excavation is to be performed on the Aviation Department property, all requests shall be accompanied by a plan of suitable size and clarity to show the nature of the work to be performed. Such plan shall show all existing utilities and topographic features and adjacent property lines. The utilities shall be shown on the plans as to horizontal and vertical alignment based on a diligent search of records. All conflicts with any existing utility/facility shall be resolved to the satisfaction of the owner. Provide the distance to the nearest intersection. An area map, with the work to be done highlighted, should also be included. Trench and/or excavation data is to include length, width and depth dimensions. Indicate if excavation is in pavement, sidewalk, and driveway or grass areas. The extent of each type of new or replacement work should be easily identified. Make notation if a trench, push, bore or tunnel method is involved. Proposed work should be highlighted for easy identification.
- 3.2 A storm water plan shall be submitted to BCAD, which shall reflect the containment of any runoff or erosion from the worksite.
 - a) All plans shall be submitted in accordance with the "BCAD Electronic Media Submittal Requirements" and three (3) hard sets on sheets no larger than 24' x 36'.
 - b) Plans shall show and locate by dimension the proposed project and all existing utilities in order to permit assessment of the proposed work in relation to existing facilities.
 - c) Existing pavement widths shall be indicated on drawings with relevant dimensions.
 - d) For all new installations and maintenance work, a drawing indicating location, right of way (ROW) layout, proposed work area and nature of work must be submitted to the Aviation Department.
 - e) For EMERGENCY work, a record drawing must be submitted to within ten (10) calendar days after work is completed.
 - f) The name of the contractor, contact person, and their phone numbers shall be provided to the Aviation Department.
 - g) Proof that contractor is licensed in the State of Florida and, if required, Broward County shall be provided to the Aviation Department.

4. PROTECTION OF EXISTING FACILITIES

- 4.1 Prior to commencement of any work, the utility company or its contractor shall notify Sunshine State One-Call at 1-800-432-4770 (option 1), for underground facility locations, as set forth in the 'Underground Facility Damage Prevention and Safety Act', of the Florida Statutes.
- 4.2 Location and marking of existing utilities not covered by Sunshine State One-Call must be coordinated.

- 4.3 Location of existing utilities and location of proposed new utilities relative to existing utilities must be marked on the plans submitted for permit.
- 4.4 The utility company and its contractor will be responsible for locating and protecting all existing utilities.

5. RESTORATION OF SITE

- 5.1 Whenever any utility or contractor has been authorized pursuant to the terms and conditions of the required Utility License Agreement with Broward County to excavate in any roadway, the utility or contractor causing such excavation shall restore the same to its original or better condition. Upon any project completion, the work area shall be free of rubbish, excess materials, temporary structures and equipment to the satisfaction of BCAD and pursuant to the terms and conditions of the License Agreement. All road and driveway repairs shall conform to current Florida Department of Transportation standards and specifications. Areas prone to erosion may require installation of sod or other erosion prevention/control methods. Grass restoration shall only be by sodding. Seeding is not allowed at the County Airports.

6. INSPECTIONS

- 6.1 Personnel of the Aviation Department CIP Division will periodically monitor the work performed by the utility company or its contractor. The utility company and its contractors will comply with all requirements for final completion.

7. TRAFFIC CONTROL

- 7.1 All required traffic control devices shall be furnished, erected, maintained and removed by the contractor. All traffic control devices and their usage shall conform to the current edition of the State of Florida "Roadway and Traffic Design Standards" Index 600 Series, and the USDOT's "Manual of Uniform Traffic Control Devices". The Aviation Department reserves the right to require additional traffic devices/measures based upon current needs of the airport. The utility company is required to submit a plan and the times of operation for review and approval. Night work may be required.

8. OPEN TRENCHING OF PAVEMENT

- 8.1 No open-cut of pavement shall be permitted except for the purpose of emergency repairs. When any emergency repairs are necessary, the Aviation Department shall provide details and specifications on how the permanent pavement repairs are to be made.

9. SIDA BADGING

- 9.1 If the work falls within the Airport security identification display area (SIDA), the utility company or its contractor must contact the Security

Badging Office at (954) 359-1217 to obtain the necessary badging requirements to perform the work on SIDA.

10. CONDITIONS

- 10.1 No excavation shall be made or obstacles placed in areas outside those authorized pursuant to the terms and conditions of the required Utility License Agreement. Work shall not unnecessarily interfere with vehicular or pedestrian traffic flows. Any work performed on or near runways and taxiways must be scheduled with the Aviation Department at least two (2) working days in advance and shall require SIDA clearance badges.
- 10.2 Other projects may be awarded or in progress on Aviation Property in the vicinity of the utility company's work zone. The utility company shall cooperate with the adjoining contractors and BCAD representatives so as not to interfere with the operations of the Aviation Department, Airport or of others at the Airport. The Inspector shall resolve any dispute between contractors on adjoining or overlapping projects.
- 10.3 A Maintenance of Traffic (MOT) plan must be reviewed and approved by the Aviation Department Operations Division (Airside, Landside and Terminals).
- 10.4 Performance Bonds:
 - a) The utility company shall provide an original signed and sealed Payment Bond and a Performance Bond for 100% value of all contracted work, as required by the License Agreement.
 - b) The utility company shall provide a copy of all permits for the work being performed on Airport Property, as required by all other agencies.
- 10.5 For all Airside work: Air Traffic Control requires a four (4) working day advance notification.