



# Engineering Department

# Standard Operating

# Procedures

City of Jonesboro

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## 1.0 **PLAN REVIEW**

### 1.1 **General**

1.1.1 Any person, firm, corporation, business, or legal entity proposing to develop land within the City of Jonesboro Planning jurisdiction shall prepare and submit plans and specifications to the City Engineer for review and be issued a Approval Letter prior to commencement of construction.

### 1.2 **Types of Plan Review**

1.2.1 Commercial Site Plan – All new commercial or existing commercial / industrial structure where additional structural and site improvements are more than 500 square feet.

1.2.2 Subdivision - Any division of land into two (2) or more lots or parcels including the combination of two or more previously plotted lots. The term shall apply also to any division of land involving the dedication of a street or easement to the public.

1.2.3 Drainage Alteration/Modification- Any modification to any open channel, drainage swale, detention facility, enclosed stormwater conveyance system, or other watercourse either natural or artificial where any of said facility is part of the City of Jonesboro Stormwater Management System.

### 1.3 **Approval Process**

1.3.1 Submission - The Engineer of Record for the project shall submit one (1) copy of the plans and specifications and all supporting documentation to the City Planning Office along with the review fee as established by the City Council. Upon receipt, the Planning Office will forward the submittals to the City Engineer for review.

1.3.2 Plan Review – The City Engineer or his designated representative shall review the submittals for conformance to the City of Jonesboro minimum design standards and the Stormwater Drainage Design Manual. The City Engineer will review and comment or approve the submittals within fifteen (15) business days upon receipt. Failure of the City Engineer to meet this timeline shall not be considered approval of the proposed work.

1.3.3 Rejection – If it is determined that the proposed development is not in accordance with these minimum design standards, a comment letter listing the deficiencies shall be issued to the Engineer of Record for response. Re-submittals shall be made to the City Planning Office.

- 1.3.4 Acceptance – If it is determined that the proposed development is in accordance with the minimum design standards a Compliance Letter shall be issued to the Engineer of Record.

## 2.0 Subdivision Acceptance

- 2.1 Performance Bond – The Developer shall, before the sale of any lot or lots, either complete the improvements or provide a Performance Bond to guarantee the completion of the improvements in a timely manner. The bond shall be in a form and in an amount acceptable to the City Engineer and the City Attorney, and shall assure that the prescribed work will be well and truly performed and complete in good, sufficient, and workmanlike manner within an agreed time period, and shall indemnify and hold harmless the City from and against all claims, loss, damages, injury or death, court costs, litigation expense, reasonable attorneys' fees, and expenses whatsoever which may arise because of or resulting from the Developer's operation.
- 2.2 Maintenance Bond – A one-year maintenance bond against defects in workmanship shall be required for any portions of the stormwater management improvements proposed to be dedicated to the City. The maintenance bond shall be in a form acceptable to the City Engineer and the City Attorney, and shall indemnify and hold harmless the City from and against all claims, loss, costs, damages, injury or death, court costs, litigation expense, reasonable attorneys' fees, and expenses whatsoever which it may suffer or be compelled to suffer to pay by reason of failure of the Developer to keep said work in repair or against any and all defects of workmanship or materials. No maintenance bond shall be required for improvements located on private property which are not to be dedicated to the City.
- 2.3 Maintenance Agreement – A maintenance agreement assuring perpetual maintenance of stormwater management improvements and drainage easements to be dedicated to the City shall be agreed upon by the City and the Developer prior to final acceptance of the improvements. The maintenance agreement shall be the responsibility of the Developer and shall be in a form acceptable to the City Engineer and the City Attorney.
- 2.4 Certifications – Prior to issuance of any occupancy permit or entrance into the one-year probationary period for subdivision acceptance, the Engineer of Record shall submit to the City Engineer certification that the stormwater management system is complete and functional in accordance with the plans approved by the City Engineer. Any deviations from the approved plans shall be noted. To insure the adequacy of stormwater quantity detention facilities and stormwater management practices, this certification shall, at a minimum include "record

drawings” showing final topographic features of all facilities and updated hydrologic and hydraulic computations for the as-built conditions. To ensure that floodplain cut and fill balances have been achieved, record plans, cross-sections, and related calculations must be submitted for all floodplain manipulations.

**2.5 Notifications** – Developers having been issued a Grading Permit shall notify the City Engineer upon final stabilization of the disturbed lands and request that the active permit be terminated.

**2.6 Final Acceptance** – Upon expiration of the approved one-year maintenance bond and correction of all deficiencies noted in the eleventh month anniversary inspection report prepared by the City Engineer or his designated representative and presented to the Engineer of Record for the project, the City Engineer shall issue or cause to be issued a letter to the Engineer of Record for the project accepting the improvements into the City’s long-term maintenance program.

**3.0 Inspection** – The City Engineer or his designated representative may inspect or cause to be inspected at various intervals during the course of construction for each of the following:

**3.1 Stormwater** - The City Engineer or his designated representative shall inspect each site for appropriate erosion control measures and other stormwater Best Management Practices (BMPs) as needed to minimize any adverse impact to water quality or the local environment.

3.1.1 Inspections of residential construction sites are done at random and recorded in our stormwater database.

3.1.2 Commercial construction sites less than one acre or part of large common developments must first obtain a grading permit from the City of Jonesboro Engineering Department. After a grading permit is issued, an inspection is done to ensure site conditions meet their Stormwater Pollution Prevention Plan before commencement of earthwork and recorded in our stormwater database.

3.1.3 Violations

3.1.3.1 First Notice – For the first violation the owner/contractor is contacted in person, by telephone, or by written correspondence of any deficiencies that need to be corrected and is given seven (7) days to bring the site into compliance.

3.1.3.2 Second Notice – If corrective actions are not taken within the specified time frame enforcement actions shall be taken which

may include the issuance of a stop work order, notification of Arkansas Department of Environmental Quality (ADEQ), or the issuance of a citation for violation of city code.

### **3.2 Subdivision**

#### **3.2.1 City Responsibility**

3.2.1.1 The City Engineer or his designated representative shall from time to time as deemed necessary inspect all subdivision improvements as the work progresses to determine and insure that such work is done in conformity to the subdivision rules, regulations, and standards provided by the laws and ordinances of the City of Jonesboro.

3.2.1.2 The City Engineer or his designated representative may proof roll the subgrade, base material, curb & gutter, and flexible or rigid pavement. Failure of city staff to witness proof rolling tests in no way relieves Contractor or Project Engineer of their responsibility to comply with these requirements.

#### **3.2.2 Engineer of Record Responsibility**

3.2.2.1 The Engineer of Record or his designated representative who is responsible for the design is responsible for the day to day construction inspection for any portion that will be given to the City of Jonesboro to maintain.

3.2.2.2 Proof rolling of subgrade and base materials shall be performed prior to the placement of curb and gutter, base material, and flexible or rigid pavement, as applicable. All tests shall be performed under the direction of the Professional Engineer responsible for project construction. Said Engineer shall notify the office of the City Engineer at least 24 hours prior to proof rolling so that the test may be witnessed, as necessary.

### **3.3 Driveway - The City Engineer or his designated representative shall inspect all driveways for conformance to the City of Jonesboro minimum design standards.**

#### **3.3.1 Inspection Procedures**

3.3.1.1 Contractor shall obtain a Curb Cut Permit from the City of Jonesboro Inspections Department and pay the permit fee as established by the City Council.

3.3.1.2 Form Inspection – The contractor shall notify the City of Jonesboro Engineering Department at least twenty-four (24) hours prior to placing concrete.

3.3.1.3 The City Engineer or his designated representative shall inspect the driveway for conformance to the City of Jonesboro minimum standards and approve or reject the driveway.

3.3.1.4 Final Inspection – The contractor shall notify the City of Jonesboro Engineering Department prior to issuance of certification occupancy permit.

3.3.1.5 The City Engineer or his designated representative shall inspect the driveway for conformance to the City of Jonesboro minimum standards and approve or reject the driveway prior to the issuance of the Certificate of Occupancy.

#### **3.4 Certification of Occupancy**

3.4.1 Prior to issuance of any occupancy permit the Engineer of Record shall submit to the City Engineer certification that the stormwater management system is complete and functional in accordance with the plans approved by the City Engineer. Any deviations from the approved plans shall be noted.

3.4.2 The City Engineer or his designated representative shall inspect the site plan for conformance to the City of Jonesboro minimum design standards.

**3.5 Street Department** - The City Engineer or his designated representative shall inspect all work done by the City of Jonesboro Street Department for conformance to the minimum construction standards upon request from the City of Jonesboro Street Department Head.

### **4.0 REQUESTS**

#### **4.1 General**

4.1.1 The City of Jonesboro Engineering Department receives special requests from the public at large, The Public Works Director, The Mayor's Office, and from Members of the City Council. These requests are logged into Cartegraph and assigned to the appropriate personnel in the Engineering Department. Unless a threat to public health and safety is imminent, each request is addressed in the order in which it is received. Generally,

the initial contact with the person making the request should be within the first five days after receipt of the request. Every effort should be made to keep the person or persons making the request informed of the status of the request.

## **4.2 Types of Requests**

- 4.2.1 Site Obstruction – Obstruction to the normal visible environmental surroundings by the placement of trees, signs, vehicles, etc. in public street rights of way.
- 4.2.2 Sidewalks – Issues involving the lack of sidewalks, noncompliant sidewalks per ADA Standards, or other construction problems that impair pedestrian use.
- 4.2.3 Drainage – Issues involving the lack of proper drainage, pipe stoppages and failures that may lead to property damage.

## **4.3 Procedure**

- 4.3.1 Each request is logged into Cartegraph and assigned to the appropriate personnel per City Engineer recommendation.
- 4.3.2 Site Visit – The City Engineer or his designated representative will set up a meeting with the requestor to discuss the problem.
- 4.3.3 General Evaluation – The City Engineer or his designated representative shall determine appropriate corrective measure. Depending on the specific request, The City Engineer or his designated representative shall issue a Work Order to the City of Jonesboro Street Department to correct the problem; The City Engineer or his designated representative shall provide the Public Works Director with a preliminary plan, cost estimate and recommendation to rectify the request; or The City Engineer or his designated representative shall deny the request, stating in writing reasons for denial.
- 4.3.4 If the preliminary plan and costs to rectify a request are acceptable to the Public Works Director, the request will move forward as a special project.
- 4.3.5 The City Engineer or his designated representative shall notify requestor of the determination.



## **5.0 SPECIAL PROJECTS**

### **5.1 General**

5.1.1 This article establishes the requirements for development of special internal and external engineering projects within the City of Jonesboro. Projects are assigned by the Public Works Director and classified internally as either an Internal or External Project. Internal projects are those projects designed by Engineering Department Staff. External projects are those projects that are outsourced. All professional service providers shall be selected in accordance with the City Purchasing Manual.

### **5.2 Internal Projects**

5.2.1 Preliminary Engineering Study – A preliminary engineering study shall be prepared for each project and shall include a brief statement of the project scope, the alternatives considered, the recommendation, and a detailed cost estimate for the improvements.

5.2.2 Public Works Endorsement – Preliminary engineering studies along with a construction cost estimate will be submitted to the Public Works Committee to be evaluated and endorsed. Endorsement of the project will be needed to further the design process.

5.2.3 Engineer Design – After project endorsement, the engineering department will perform an in-depth engineering design as outlined in the preliminary study to include all surveying services required for project design.

5.2.4 90% Plan Review – The City Engineer will review all plan submittals for conformance to the City of Jonesboro minimum design specifications. Recommendations will be made, if needed, to comply with all long term planning as well as site specific goals.

5.2.5 Property Acquisition/Demolition – Refer and follow all the Property Acquisition/Demolition procedures outlined in Section 6.0 of this manual.

5.2.6 Utility - In conjunction with Section 5.2.7 of this section, plans will be submitted to all local utility companies for the relocation of all utility infrastructures that is in conflict with the proposed plan improvements to include construction cost estimates and a construction time line for all improvements.

- 5.2.7 Final Plan Review - The City Engineer will review all plan submittals for conformance to the City of Jonesboro minimum design specifications.
- 5.2.8 Street Department-Construction Schedule – A work order for the project will be sent to the Street Department along with detailed design plans and specifications to schedule the proposed improvements. All construction schedules will be coordinated with Engineering and the Public Works Director.
- 5.2.9 Project Stakeout – Construction stake-out will be performed by the Street Department and/or the Engineering Department for all projects that are small in magnitude. All other stake-out services will be performed by a local professional surveying firm, as necessary.
- 5.2.10 Periodic Inspections – Construction inspections will periodically be performed by the Engineering Department. All testing will be performed and verified in accordance to the plan specifications.
- 5.2.11 Substantial Completion – The Street Department will be given written approval from the Engineering Department that the project has been substantially completed in accordance with the design plans.
- 5.2.12 Punch list Items – A representative from the Engineering Department will supply the Street Department with a list of all deficiencies that are required to be completed before project close-out.
- 5.2.13 As-built Plans – Upon project completion the Engineering Department will prepare as-built plans of the improvements for record.
- 5.2.14 Anniversary Inspection – An anniversary inspection will be performed by a representative from the Engineering Department within one year from time of substantial completion to ensure that all improvements are in satisfactory condition. If deficiencies are present, the Street Department will be made aware of said deficiencies and be required to be complete them before project close-out.
- 5.2.15 Project Closeout – After completion of all plan specifications the project will be closed out.
- 5.2.16 Maintenance – After the project has been closed out it will be the responsibility of the Street Department to maintain all improvements.

### **5.3 External Projects**

- 5.3.1 Preliminary Engineering Study – A preliminary engineering study shall be prepared for each project and shall include a brief statement of the project scope, the alternatives considered, the recommendation, and a detailed cost estimate for the improvements.
- 5.3.2 Public Works Endorsement – Preliminary engineering studies along with a construction cost estimate will be reviewed by the Engineering Department and submitted to the Public Works Committee to be evaluated and endorsed. Endorsement of the project will be needed to further the design process.
- 5.3.3 Engineer Design – After project endorsement, the design firm shall perform an in-depth engineering design outlined in the preliminary study to include all surveying services required for project design.
- 5.3.4 90% Plan Review – The Engineering Department will review all plan submittals for conformance to the City of Jonesboro minimum design specifications, as well as, all state and federal codes. Recommendations will be made, if needed, to comply with all long term planning as well as site specific goals.
- 5.3.5 Property Acquisition/Demolition – Refer and follow all the Property Acquisition procedures outlined in Section 6.0 of this SOP.
- 5.3.6 Utility - In conjunction with Section 5.3.7 of this section, plans will be submitted to all local utility companies for the relocation of all utility infrastructures that is in conflict with the proposed plan improvements to include construction cost estimates and a construction time line for all improvements.
- 5.3.7 Final Plan Review - The Engineering Department will review all plan submittals for conformance to the City of Jonesboro minimum design specifications as well as all state and federal codes.
- 5.3.8 Public Works Endorsement - Final plans and cost estimates will be submitted to the Public Works Committee for final project endorsement.
- 5.3.9 Ad for Bids – The Project will be advertised for bid detailing a brief description of construction activities and specifications to complete the project. Bidders will be asked to submit a cost bid for all construction activities within an allotted time frame.

- 5.3.10 Open Bids – Cost of construction bids will be received, opened, and a bid tally completed displaying each bid. All bids will be publicly announced as well as the low bidder and bid amount.
- 5.3.11 Public Works and City Council Approval – All construction bids will be submitted to the Public Works Committee for award of the contract. The award of the contract will be based upon qualifications, past performance, and construction cost.
- 5.3.12 Award Contract – A notice of award will be given to the successful bidder within 60 days following the opening of bids.
- 5.3.13 Preconstruction Conference – A conference between the City of Jonesboro and the contractor, including all sub-contractors will be held at the site of construction to discuss all requirements mandated by the contract documents.
- 5.3.14 Notice To Proceed – The contractor will be given written approval to begin project construction.
- 5.3.15 Project Stakeout – The construction project will be staked-out by a qualified individual in accordance with the construction plans and specifications.
- 5.3.16 Project Construction – A contract agreement between the City of Jonesboro and the approved contractor will be signed detailing contract price, contract time, contract documents, and sureties. All permits will be secured and the proposed improvements will be constructed in accordance to all contract documents.
- 5.3.17 Inspections and Pay Requests – Construction inspections will be witnessed as outlined in the contract documents by the required party. All testing will be performed and verified in accordance to the plan specifications. All requests for payment of provided materials and services will be verified before any money is allocated for paid services.
- 5.3.18 Substantial Completion – Once the project is substantially completed, the contractor will be given written approval that he has substantially completed the project within the terms and conditions of the contract documents.

- 5.3.19 Punch list Items – A representative from the Engineering Department and/or design engineering firm will supply the contractor with a list of all deficiencies that are required to be completed before final contract payment.
- 5.3.20 As-built Plans – Upon project completion the design engineer will be required to submit as-built drawings of all improvements to the Engineering Department.
- 5.3.21 Anniversary Inspection – An anniversary inspection will be performed by the design engineer and/or a representative from the Engineering Department within one year from time of substantial completion to ensure that all improvements are in satisfactory condition. If deficiencies are present, the contractor will be made aware of said deficiencies and be required to be complete them before final contract payment.
- 5.3.22 Project Closeout – After completion of all contract obligations between the City of Jonesboro, the design professional, and the contractor the project will be closed out.

## **6.0 PROPERTY ACQUISITION**

### **6.1 General**

- 6.1.1 From time to time, Special Projects require the acquisition of real property or easements to facilitate the construction of improvements of a public nature including, but not limited to, streets, sidewalks, parks, and drainage system improvements. The City does not perform work on private properties.
- 6.1.2 Typically, all properties or easements to be acquired as part of a Special Project are identified during the preliminary engineering phase and the costs associated with these acquisitions are included in the total budgetary cost estimate for the project.

### **6.2 Legal Description**

- 6.2.1 A legal description is required for all properties or easements to be acquired. Unless the property to be acquired has a Lot and Block description or other valid legal description, preparation of the legal description shall be done under the direction of a Professional Land Surveyor.
- 6.2.2 Professional service providers shall be selected in accordance with the City Purchasing Manual.

### **6.3 Real Estate Appraisal**

- 6.3.1 At least one appraisal is required for all properties or easement to be purchased by the City. An appraisal is not required if the property is being donated or otherwise given to the city unless specifically required for the particular transaction.
- 6.3.2 Professional service providers shall be selected in accordance with the City Purchasing Manual.

### **6.4 Offer and Acceptance**

- 6.4.1 A formal offer and acceptance based on the appraised value of the property plus applicable closing costs and moving expenses as recommended by the Mayor shall be made to the Owner(s) of the property or easement to be acquired. The Owner(s) shall have thirty days to either accept the offer or provide a second appraisal of said property. If the two appraisals are within ten percent of their average, a new offer and acceptance based on their average shall be made. If the appraisals are not within ten percent of their average, a third appraisal shall be purchased by the City and a new offer and acceptance based on the average of the two closest appraisals shall be made. The Owner(s) shall have thirty days to accept any revised offer before the City begins moving forward with the condemnation process.

### **6.5 Condemnation**

- 6.5.1 Before a property is condemned, a Resolution for Condemnation shall be presented to the Public Works Committee and to City Council for approval. If approved, all documentation regarding the offer made on said property shall be delivered to the City Attorney who shall coordinate the condemnation process. Along with these submittals to the City Attorney shall be separate checks from the City Finance Department for the following:
  - 1. To the County Clerk for the Owner(s) in the amount of the final offer less closing and moving expenses;
  - 2. To the County Clerk for their processing fee (call for quote); and
  - 3. To the Process Server for each individual to be served (call for quote).
- 6.5.2 Once all the Owner(s) of the property have been served, the City may take possession of the property and work may proceed.

## **6.6 Council Approval**

- 6.6.1 Once an offer has been accepted by the Owner(s), a Resolution to purchase said property shall be presented to the Public Works Committee and the Council for approval. If approved, the Resolution shall be signed by the Mayor and City Clerk and a Closing shall be scheduled with the appropriate title company or other closing agency.
- 6.6.2 Closing Agents shall be selected in accordance with the City Purchasing Manual.
- 6.6.3 Separate checks from the City Finance Department shall be prepared for the Closing as required. All title work and fillings shall be provided by the Closing Agent.
- 6.6.4 If said property is being donated or otherwise given to the City, a Resolution to accept the property shall be presented to the Public Works Committee and the Council for approval. If approved, the easement documents or Quit Claim Deed shall be filed with the County Clerk.

## **7.0 DEMOLITION**

### **7.1 General**

- 7.1.1 Occasionally, houses and other structures must be removed from an acquired property before the improvements proposed for the property can be constructed. The following sub-sections outline the procedures to be followed for demolition of these structures.

### **7.2 Salvage**

- 7.2.1 Once possession of a property has been established, the City Maintenance Department is notified to secure the property and to salvage any items of value that may be re-used or sold on the City's behalf by the Purchasing Department. The Maintenance Department also schedules lawn mowing services for the property as applicable.

### **7.3 Utility Disconnect**

- 7.3.1 Sewer, water, electric, gas, cable television, and telephone services to the subject structure are to be disconnected prior to the start of demolition. This work must be scheduled with the utility providers in advance. Generally, requests for disconnects should be made at the same time that the permit application to ADEQ (Arkansas Department of Environmental Quality) is made to ensure that this work is done before demolition starts. Requests for disconnects can be made via telephone to the customer service department of the various utilities, however, City,

Water, and Light typically wants a follow-up letter stating that the structure is being scheduled for demolition.

#### **7.4 Asbestos Testing**

7.4.1 Prior to the scheduling for demolition, all structures to be demolished shall be tested for asbestos containing materials. Samples shall be collected by licensed asbestos sampling personnel in accordance with the state and federal regulations governing this type of work and the samples shall be analyzed by a licensed laboratory. The City currently has two persons licensed to collect the analytical samples.

#### **7.5 Asbestos Abatement**

7.5.1 If asbestos containing materials above established regulatory thresholds are identified in connection with a structure to be demolished, licensed asbestos abatement personnel must be used to remove the asbestos containing prior to demolition of the structure. The City currently has no persons licensed to perform this type of work on staff. As such, this work is currently contracted out on a case-by-case basis to a local asbestos abatement contractor in accordance with the City Purchasing Manual.

7.5.2 The abatement contractor is responsible for all notices and permits to perform this work on the City's behalf.

#### **7.6 Demolition**

7.6.1 Provided that all asbestos containing material has been abated and all utilities have been disconnected, a structure may be demolished in accordance with all applicable local, state, and federal regulations governing this type of work. A Notice-of-Intent along with a filing fee if asbestos containing material was identified in connection with the property must be submitted to ADEQ at least ten days prior to the start of demolition. Also, only one structure with a 1500 foot radius may be demolished in a single day.

7.6.2 Copies of the demolition permit must be kept at the job site during the demolition work.

7.6.3 The City currently contracts this work out on a yearly basis in accordance with the City Purchasing Manual.