

Attachment D  
Subdivision Construction Inspection  
General Notes  
Revised October 2014

1. A pre-construction meeting shall be required with the Department of Engineering and Construction Management (DECM) to discuss construction phasing, unusual site conditions, special requirements, etc. Please call 301-600-3508, five (5) days in advance and between the hours of 7:30 A.M. and 3:30 P.M.
2. All sidewalks shall be installed in accordance with current Americans with Disabilities Act (ADA) standards and laws.
3. Progress meetings among representatives of DECM, the Contractor, and the Developer may be scheduled on an agreed time period to monitor construction progress.
4. An inspection of the construction stakeout is required by DECM.
5. All work, construction methods and materials shall be in accordance with the Maryland State Highway Administration (MD SHA) Standard Specifications for Construction and Materials dated July 2008, herein referred to as the *SHA Gray Book*, and all current revisions and supplements. These specifications and standards for items such as inlet and manhole structures are available online from the SHA website;  
<http://apps.roads.maryland.gov/BusinessWithSHA/bizStdsSpecs/desManualStdPub/publicationsonline/ohd/bookstd/index.asp>
6. The contractor shall contact DECM 24 hours in advance of placing controlled fill within the proposed road right-of-way. Moisture/density testing is required in accordance with the approved specifications and Section 204 of the SHA Gray Book, and all current revisions and supplements. All moisture/density testing for fill areas, subgrade, culvert and structure backfill is to be performed and approved by the developer's geotechnical engineer and monitored by DECM. Any failing tests shall be documented so that the area may be re-tested in order to obtain final approval.
7. If wet areas are determined present in the proposed road right-of-way, under drain and under drain outlets shall be installed to alleviate potential subgrade failure.
8. Provide for drain curtains and outlets behind all curb and gutter monumental islands in the roadway median.
9. All required roadway signs, barricades, striping and pavement markings shall be in accordance with the latest Maryland version of the Federal Highway Administration's, (FHWA) Manual on Uniform Traffic Control Devices (MUTCD). The installation of all required roadway signs, including street name signs, shall commence the next business day after the placement of the base course asphalt.
10. If required, a Maintenance of Traffic (MOT) plan shall be submitted to the Frederick County Community Development Division for written approval prior to commencement of the work. The contact number is 301-600-1138. **Any anticipated road closures shall be requested in writing and require an approved MOT/Detour plan. All road closure requests shall be approved in writing by the County prior to implementation.**
11. Benchmarks shall be established and maintained until acceptance of the roadway improvements.
12. The contractor shall be required to contact DECM at least 24 hours in advance of installing storm drains, storm drainage appurtenances and curb and gutter. A proof roll is required prior to placing curb and gutter.

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13. Provide for weep gutters in an inlet throat opening to allow water in the gutter pan to enter into inlets after placing base paving.
14. The contractor shall schedule proof roll inspections with DECM a minimum of 24 hours in advance, prior to placement of base asphalt course, and after final satisfactory completion of subgrade density/moisture testing; SHA Gray Book Specifications Section 204.03.04 shall apply.
15. Prior to placing the surface asphalt course, the base course shall be inspected by DECM. The contractor is required to contact DECM a minimum of 24 hours in advance of placing the surface asphalt course.

The following shall be done prior to application placement of the final surface asphalt course:

- a) All existing base pavement shall be examined for any defective areas. Examples include, and are not limited to, subgrade failures, asphalt slippage, broken curb and gutter, settlement of paved areas and inlet and manhole structures, etc.
  - b) Review existing base asphalt for a smooth polished surface caused by construction and/or existing traffic. For example, during the home building process.
  - c) All areas and items as described in paragraphs a) and b) above shall be repaired or replaced in accordance with the original approved drawings to the satisfaction of DECM.
  - d) Polished surfaces shall be "skim milled" with a milling machine to roughen the base asphalt layer, and then tack coated, to enhance adhesion of the final surface asphalt course.
  - e) Check curb and gutter for damage and replace or repair.
    - 1) Replace curb that has damage greater than 3" depth and 6" length/diameter.
    - 2) Replace curb that has been cracked completely through and has settlement in excess of 1/8"
    - 3) Replace curb at inlets if there are gaps greater than the 1/2" preformed expansion material.
    - 4) When replacing curb, any joint spacing shall not be less than four (4) feet in length.
    - 5) Repair any minor cracks and chips in curb.
    - 6) Seal any cracks in gutter pan. Apply sealer to the entire gutter portion and 1" up the face of all joints, as per Section 602.03.01g of the SHA Standard Specifications.
16. All work shall be completed in accordance with the approved plans and specifications prior to DECM recommending acceptance of the street(s) by the Board of County Commissioners (BOCC). **All proposed streets to be accepted must pass a final walk-through inspection by DECM and the Frederick County Office of Highway Operations (OHO).**
17. Please contact the DECM inspection staff or supervisor with any questions.