

SUBJECT	ISSUED BY	EFFECTIVE DATE	REVISION
Planning & Zoning Policy on Subdivision Roadway Inspection Services	Board of County Commissioners	01-18-2023	1.0

A. PURPOSE:

Define the inspection and testing requirements for privately developed subdivision roadways that will be accepted into the county road system after their completion.

B. POLICY:

Required construction engineering services for roadways that are designed in accordance with the Leavenworth County Road Construction and Storm Water Design Standards and are intended to be accepted by the County into the County maintained roadway system, after construction, as part of a subdivision development are the responsibility of the developer. The developer shall select a County and KDOT preapproved construction engineering consultant from a list provided by the County before the required pre-construction meeting. The pre-construction meeting must include the developer, the construction engineering firm, the construction contractor, and the County. The developer shall notify the County of the construction engineering firm selected and provide a primary contact prior to the pre-construction meeting. It shall be the responsibility of the developer to coordinate all required roadway inspections with the construction engineering firm they select. The construction engineer shall provide all inspection services. This shall include a qualified resident inspector during asphalt paving and other qualified staff necessary to assist the construction engineer in observing and testing the performance of the work of the contractor as required. The resident inspector is the construction engineer’s agent at the site during paving and will act as directed by, and under, the supervision of the construction engineer project manager. If, at any time, the construction engineering project manager or their staff find any testing results or material does not meet the required standards, the County, developer, and contractor shall be immediately notified. Upon notification, the contractor shall cease work until the contractor provides the County a corrective plan and the County accepts said plan.

C. CONSTRUCTION ENGINEERING DUTIES AND RESPONSIBILITIES

1. Pre-Construction: Provide the County with the construction schedule. The construction engineering project manager shall email the County any significant schedule changes. If the schedule is more than two weeks behind or ahead, a new schedule must be provided. The project manager shall also notify the county via email when the earthwork base compaction is completed prior to the AB3 material

- placement, the date and time of the proofroll, and the date and time of the asphalt paving.
2. During Construction: Shop drawing submittals, construction/progress schedules, and compile testing log for submittal to the County.
 3. Conferences and meetings: Attend meetings with the contractor, such as preconstruction conferences, progress meetings, final punch list walk-through, and any other project related meetings.
 4. Coordination: Serve as construction engineer's coordinator with the contractor and developer. Coordinating with the design engineer and contractor to assist in understanding the intent of the project plans and specifications. Assist in obtaining additional details or information from the county or design engineer of record required for the proper execution of the work. The County shall be notified and must approve in writing any deviations and/or substitutions from the design plans prior to construction commencing.
 5. Inspection of Work:
 - a. Documented inspections shall occur bi-weekly at a minimum for any site that has a SWPPP:
 - i. SWPPP inspector shall take photos of any deficiencies found and notify the contractor.
 - b. Inspection of materials delivered to the site to verify compliance with the contract documents and approved submittals.
 - c. Inspect all utilities placed in public right-of-way.
 - d. Proofroll (*) inspection on subgrade prior to placement of aggregate base.
 - e. Proofroll (*) inspection on aggregate base prior to placement of pavement section.
 - f. Full-time inspection during any backfilling of stormwater systems in right-of-way, paving operations, tie to existing pavement, and concrete placement (curb/gutter and sidewalk placement).
 - g. Inspection of vegetation within public right-of-way per SWPPP permit requirements. When the construction engineer has determined the public right-of-way to be 70% vegetated throughout the entirety of the whole right of way, the construction engineer will schedule an onsite meeting with the County Public Works Department to review the vegetation establishment. Vegetation will not be accepted if 70% of the right-of-way is 100% vegetated and 30% of the right-of-way is 0% vegetated. The entire site must be 70% vegetated.
 6. Materials Inspections: Construction engineer shall determine all inspection locations prior to construction, review all materials testing results and reports to verify compliance with contract documents. Testing requirements are shown in the Sampling and Testing Frequency Chart provided by the County.

7. As-Built review: Verification of As-Built plans to site inspections and contract documents.
 - a. As-Built to include:
 - i. Survey of stormwater drainage swales outside of the right-of-way consisting of location and elevation at the start and end and every 50 feet in between. A minimum of 3 locations per swale.
 - ii. Survey of the roadway including stormwater systems.
8. Final Inspection Report: Final inspection report will include the following:
 - a. An acceptance letter from the designated construction engineering firm. Said letter must be signed and sealed by a licensed engineer in the State of Kansas stating the project was constructed in conformance with contract documents, project specifications, site inspections, and testing.
 - b. All inspection and testing reports with photo logs.
 - c. All material testing inspection reports shall include testing locations.
 - d. As-builts.


*Prior to placement of aggregate base, the roadway subgrade should be proofrolled. Pumping, rolling and/or rutting of over one-half an inch will be deemed unsuitable. Unsuitable areas observed at this time should be improved by compaction or by undercutting and placement of suitable compacted fill. Proofrolling may be accomplished with a fully loaded, tandem axle dump truck or other equipment providing an equivalent subgrade loading. A gross weight ranging between 20 to 25 tons is required for the proofrolling equipment.

D. PUBLIC ROADWAY ACCEPTANCE:

Final inspection report shall be provided to the Leavenworth County Public Works Department upon completion. Upon review and acceptance of the report, the County will accept said roadway into the County inventory. After acceptance, the County will assume responsibility for the maintenance of the roadway. Building permits will not be issued prior to the acceptance of the roadway. All fees associated with the construction engineering and inspections shall be the responsibility of the developer.

E. CONSTRUCTION ENGINEERING LIMITATIONS OF AUTHORITY:

The construction engineering firm shall not authorize any deviation from the accepted design plans, the Leavenworth County Road Construction and Storm Water Drainage Standards, or the Sampling and Testing Frequency Chart provided as a guide. This includes any and all construction industry standard means and methods to be completed by the contractor to construct the roadway, unless authorized by the design engineer of record and approved by the County in writing or the contractor desires to accept full responsibility for any deficiencies their deviation from standard practice creates.



BOCC Chairperson-Vicky Kaaz

1-18-2023
Date of Adoption