**[SPEC WRITER NOTE: Format this section for your project manual.**

**Delete all Spec Writer Notes from the final document.]**

**SECTION 013500**

**SPECIAL PROCEDURES**

# **PART 1 – GENERAL**

## **SECTION INCLUDES**

1. Field Engineering.
2. Staking and layout.
3. Floodplain Development Permit
4. Elevation Certificate [SPEC WRITER NOTE: Delete if not applicable.]

## **RELATED SECTIONS**

1. Section 31 22 00 Construction Control and Grading[SPEC WRITER NOTE: Coordinate and edit as appropriate]

## **FIELD ENGINEERING**[SPEC WRITER NOTE: Delete if not applicable]

1. Contractor shall provide field engineering services as required to ensure that the installed work complies with the intent of the contract documents. Such engineering may include but not be limited to geo-technical investigations to determine subsurface conditions, compaction testing and materials testing.
2. Where field engineering services are required, the contractor shall engage professional engineers licensed by the Arkansas State Board of Licensure for Professional Engineers and Professional Land Surveyors.

## **STAKING AND LAYOUT**

1. Contractor shall establish vertical and horizontal controls for the layout of the work.
2. Contactor shall ensure that positive drainage of storm water is directed to existing storm drain inlets or to street curbs and drains by adjusting final grade of overlay thicknesses.
3. Notify the Engineer immediately of discrepancies between the drawings and actual field measurements.

## **1.05 [SPEC WRITER NOTE: Add all other special requirements as needed. Provide individual paragraphs as appropriate.]**

## **1.06 FLOODPLAIN DEVELOPMENT PERMIT**

1. A portion of this project is located in a known special flood hazard area as defined by FEMA. Work in this floodplain area shall be performed in strict accordance with the plans and specifications and with DBA Minimum Standards and Criteria § 2-700 Floodplain Management Program Standards. Any deviations from the plans and specifications for work within the floodplain shall be approved by the Engineer prior to execution of work in the floodplain.
2. Development within the floodplain has been approved under DBA Floodplain Development Permit number [SPEC WRITER’S NOTE: Insert Permit Number here. Permit Number is the same as the DBA assigned project number]. This permit is provided to the Contractor at no cost. A copy of this permit is attached to this section and shall be posted on the project site during the construction phase.
3. Contractor shall notify the DBA State Architect or State Engineer when this work is substantially complete so that a representative of the DBA Design Review Section can verify compliance with the permit requirements. Provide notification 2-weeks prior to scheduling the substantial completion inspection by calling (501) 682-5544. Please refer to the assigned permit number when making this request.
4. The contractor shall include a copy of the approved permit with the final closeout documentation submitted to the Agency.

**1.07 ELEVATION CERTIFICATE [SPEC WRITER NOTE: Delete this paragraph if not applicable.]**

* + - * 1. An elevation certificate for each structure located within the flood hazard area has been approved by DBA. The contractor shall coordinate with the Owner/Agency project coordinator and the Agency’s design professional of record for these certificates to ensure that the construction is in compliance with the certificate.
				2. The contractor shall confirm the elevation of the lowest floor during the installation of the foundation system or forming process for slab-on-grade but prior to installation of framing or pouring of concrete. The contractor shall notify the design professional of record when the foundation or forming work is complete and allow the design professional to examine the proposed floor elevation prior to commencing with additional work for the purpose of verifying compliance with the elevation certificate.
				3. The contractor shall notify the Owner/Agency Project Coordinator and design professional at least 2-weeks prior to the substantial completion inspection so that the design professional (and DBA Design Review Section) can schedule a site visit for the purpose of verifying that the lowest floor elevation is at or above the approved elevation as shown on the elevation certificate. The contractor should request that copies of the final construction elevation certificate as approved by the design professional and DBA be available for attachment to the final completion certificate.
				4. The contractor shall include a copy of the final elevation certificate(s) with the closeout documentation submitted to the Agency.
				5. Failure to meet or exceed the approved elevation requirements for this project may result in the contractor having to raise the building to meet the elevation requirements or to rework the structure to achieve full compliance.

**END OF SECTION**

`

Division of Building Authority

Floodplain Development Permit

Permit Number[INSERT PERMIT No.]

[Insert Project Title Here]

[Insert Project Address or Campus Here]

[Provide Description of Permitted Work]

Base Flood Elevation:[Insert BFE or] N/A

 Permit Date: [MM-DD-YY] Compliance Verification Date: \_\_\_\_\_\_\_\_

 Elevation Certificate:[MM-DD-YY or] N/A Verified By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (DBA Design Review Section)

 Notes to Contractor:

1. This permit must be posted at the project site during the construction phase.
2. This permit must be included with the closeout documents when requesting final payment. The verification date and verified by fields must be completed when submitting with the closeout documents. Failure to provide this document may delay DBA approval of the final payment application.