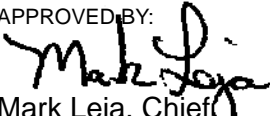


MANUAL CHANGE TRANSMITTAL		NO. 13-16
TITLE: Department of Transportation <i>Construction Manual</i>	APPROVED BY:  Mark Leja, Chief Division of Construction	DATE ISSUED: October 17, 2013
SUBJECT AREA Table of Contents and various sections of the <i>Construction Manual</i>	ISSUING UNIT Division of Construction	
SUPERSEDES CPB 09-10	DISTRIBUTION All Requested Manual Holders	

This manual change transmittal delivers the revisions of the Chapter 4, Section 15 of the *Construction Manual*. Updated sections may contain updated language, information, corrections, and references resulting from updates to the 2010 *Standard Specifications*, and from policy, and procedural changes. Change bars in the margins of the revised sections indicate text that was changed or added.

Please update your manual according to the table below.

Section	Incorporates	Remove Old Page(s)	Insert New/Revised Page(s)
Table of Contents	None	TOC.1	TOC.1
Goldenrod, Chapter 4, Section 15, "Existing Facilities"	None	4-15i	4-15i
Chapter 4, Section 15, "Existing Facilities"	CPB 09-10	4-15.1 thru 4-15.4	4-15.1 thru 4-15.5

Section 4-15, "Existing Facilities"

- Updates section title to align with 2010 *Standard Specifications*.
- Updates references to align with 2010 *Standard Specifications*.
- Provides web address for applicable Office of Structures Construction manuals.
- Incorporates CPB 09-10, "Removing Traffic Stripes and Pavement Markings," including the procedure for the resident engineer to pay for removal of latent traffic stripes and markings as extra work.

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Section 15 Existing Facilities

4-1501 General

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This manual is being updated to reflect changes from the 2006 to the 2010 *Standard Specifications*. Bracketed section numbers refer to the 2006 *Standard Specifications*.

Section 15 Existing Facilities

Section 15 Existing Facilities

4-1501 General

4-1501 General

The information in this section corresponds to Section 15, “Existing Facilities” of the *Standard Specifications*. The following sections of the *Standard Specifications* have related information:

- Section 5-1.36 [7-1.11], “Property and Facility Preservation”
- Section 7-1.05 [7-1.12], “Indemnification”
- Section 7-1.06 [7-1.12], “Insurance”
- Section 5-1.36D [8-1.10], “Nonhighway Facilities”

The work described in this section includes removing, salvaging, reconstructing, abandoning, destroying, modifying, resetting, relocating, and relaying existing facilities. The work may overlap with the area that must be cleared and grubbed, as specified in Section 16, “Clearing and Grubbing,” of the *Standard Specifications*.

The contractor is required to protect all existing facilities, whether described in the contract or not, that are to remain in place, either temporarily or permanently. When existing facilities are damaged as a result of the contractor’s operations, the contractor is responsible for repair or replacement. Caltrans is responsible for repair or replacement of existing facilities that are damaged by public traffic.

Check for cooperative agreements where existing facilities transition onto local agency right-of-way. A local agency may maintain the existing facilities.

4-1502 Before Work Begins

4-1502 Before Work Begins

Before work begins, do the following:

- Inspect existing facilities that are to be relaid, reset, relocated, or reconstructed. If their condition has deteriorated sufficiently to prevent the planned use, write a change order to provide for new materials.
- When facilities to be removed belong to a city, county, or other agency, check with the applicable agency before disturbing the facility.
- The district maintenance unit maintains existing signals and lights. Keep the maintenance region manager informed of specific needs or changes.
- Document existing conditions with photographs or video.

4-1503 During the Course of Work

4-1503 During the Course of Work

During the work, take the steps below for obliterating roads and detours; removing traffic stripes, pavement markings, and pavement markers; salvaging materials; removing concrete and bridges; and handling mailboxes.

4-1503A Obliterating Roads and Detours

The objective of the *Standard Specifications* requirements for obliterating roads and detours is to ensure a well-drained, presentable area. You may allow the contractor the option of removing oversize material in lieu of breaking it into the required size, provided the objective is met and no other complications are involved. Update the water pollution control plan to reflect the new conditions.

4-1503B Removing Traffic Stripes, Pavement Markings, and Pavement Markers

Do the following for removal of traffic stripes and pavement markings:

- Yellow striping generally contains lead, so ensure special handling for removal and disposal. Usually, if this striping was identified in the contract, the special provisions will cover removal and disposal. However, if yellow striping needs to be removed and the special provisions do not identify special handling, contact the district hazardous waste coordinator to determine if the striping needs to be tested.
- Observe areas where traffic stripes or pavement markings have been removed. If conditions are such that, after contractual requirements for removal have been met, the resulting areas present a traffic hazard, order additional work to eliminate the hazard. Make your observations in the same conditions that public traffic will experience, such as driving during the night, on wet pavement, or in low sun angles.

Do the following for removal of pavement markers:

- Observe the removal procedure for pavement markers. As early as possible, advise the contractor of the required type of repair to damaged pavement or surfacing.
- Note the provisions for protecting public traffic from fragments. Require the contractor to remove all removed markers and fragments from the right-of-way as specified in Section 15-2.02D [15-2.03], “Remove Pavement Markers,” of the *Standard Specifications*.

4-1503C Removing Latent Traffic Stripes and Pavement Markings

Section 15-2.02C [15-202B], “Remove Traffic Stripes and Pavement Markings,” of the *Standard Specifications* requires that the contractor removes observable existing traffic stripes and pavement markings by any method that does not materially damage the existing pavement. The contractor must repair, at no cost, any damage to the pavement and surfacing that results from removing traffic stripes and pavement markings according to Section 5-1.36, “Property and Facility Preservation,” of the *Standard Specifications*.

In the past, removal of existing traffic stripes and pavement markings was not always required on projects before placement of new pavement surfacing. Thus, on some stretches of highway, old traffic stripes and pavement markings exist under the top layers of pavement. On pavement rehabilitation projects, situations arise where underlying latent stripes and markings become exposed as the contractor removes layers of pavement by grinding or during cold planing of the existing surface.

If pavement grinding exposes latent traffic stripes or pavement markings beneath the removed existing surfacing, consider those latent traffic stripes or pavement markings a differing site condition. Provisions of Section 4-1.06 [5-1.116], “Differing Site Conditions (23 CFR 635.109),” of the *Standard Specifications* apply when latent traffic stripe and pavement markings are encountered at the project site.

When the contractor encounters the latent traffic stripes or pavement markings, Caltrans will pay for all work—including the removal of the latent stripes and markings, and repair of the pavement damaged by their removal—as extra work, in accordance with Section 4-1.05 [4-103D], “Changes and Extra Work,” of the *Standard Specifications*.

If the removal of latent traffic stripes and pavement markings causes depressions in the existing pavement and the pavement will not receive an overlay as part of the project, repair the depressions and compensate the contractor in accordance with Section 4-1.05 [4-103D], “Changes and Extra Work,” of the *Standard Specifications*.

If the removal of latent traffic stripes and pavement markings causes depressions in the existing pavement and the pavement will be receiving an overlay, the damage from the removal may be repaired by placing the overlay. When the depressions are greater than 0.05 foot, fill them before the overlay, and compensate the contractor in accordance with Section 4-1.05 [4-103D], “Changes and Extra Work,” of the *Standard Specifications*. When the depressions are filled with overlay material during its placement, pay the additional material used at contract unit price for the overlay material.

Resident engineers must write a change order when the contractor encounters latent traffic stripes or pavement markings in the field. The change order should refer to Section 4-1.06 [5-1.116], “Differing Site Conditions (23 CFR 635.109),” of the *Standard Specifications* and detail the contractor’s compensation both for removing the latent traffic stripes and pavement markings and for repairing damage to the existing pavement.

4-1503D Salvaging Materials

During salvage operations, the contractor is responsible for any loss or damage. Keep accurate records of inventory to ensure that all materials to be salvaged are delivered in suitable condition to the specified location. For additional guidelines for handling materials to be salvaged, refer to Section 3-4, “Scope of Work,” of this manual.

4-1503E Removing Concrete

Observe concrete removal to ensure the work complies with contract requirements. Pay particular attention to items that can be observed only during the work. These items include the following:

- Removal to the specified minimum depth below finished grade. Record your observations in the daily report and note that the minimum depth requirements have been met.
- Disposal into adjacent embankments. Refer to Section 19-6, “Embankment Construction,” of the *Standard Specifications*. Note that both lateral and vertical limitations are met. Include disposal locations on the as-built plans.
- Breakage of floors of concrete basements, pits, and structures to prevent entrapment of water. Note the inspections in the daily report.

4-1503F Removing Bridges

Do the following for removing bridges:

- The contractor must submit bridge removal work plans. The Office of Structure Construction’s (OSC’s) representative on the project has complete responsibility

and authority for reviewing and authorizing bridge removal work plans and administering bridge removal specifications. On projects that do not have a representative from the OSC, consult with the structure representative assigned to the area. Further information on bridge removal oversight is contained in the OSC's *Bridge Construction Records and Procedures* manual.

<http://www.dot.ca.gov/hq/esc/construction/manuals/>

- When bridge removal occurs over or adjacent to public traffic or railroad property, carefully review the contractor's submittal of removal details and refer to the requirements of Section 15-4, "Bridge Removal," of the *Standard Specifications*. Also refer to the contract special provisions. Details about handling traffic around or through the area should be included.
- Ensure the contractor will have sufficient resources on hand and has planned in sufficient detail to ensure the work will be completed within specified time limits.
- Review shielding plans to ensure the contractor meets specified requirements and that shielding serves its intended purpose.
- Ensure the contractor conducts all bridge removal in a manner that protects pavement and other facilities from damage. Make sure the contractor has addressed this requirement in planning the operation.

4-1503G Handling Mailboxes

Before starting construction activities, document the existing conditions of mailboxes. Wherever possible, mailboxes should be set in their final location. However, it is often necessary to move mailboxes a number of times during construction. Any movement of mailboxes purely for the convenience of the contractor is the contractor's responsibility. Ensure the contractor maintains proper position and access to mailboxes. Following are the procedures for mailboxes encountered on construction projects:

- If the mailbox is outside of the limits of the new work, it may be allowed to remain.
- If it is within the limits of the new work and does not have to be moved either laterally or vertically to conform to the ultimate section, it may be allowed to remain.
- If under either of the above conditions the contractor desires to remove the mailbox to facilitate equipment operation, the contractor must replace the mailbox at the contractor's expense. The contractor must also arrange for the receipt of mail in the interim.
- If a change in grade or relocation of a roadway edge results in the need to raise, lower, or laterally move the mailbox, the work done to the mailbox will be made at Caltrans' expense.
- If the mailbox must be removed entirely, it must be turned over to the property owner.
- Where five or more mailboxes are concentrated at a single point, a stand on which the property owners may place their mailboxes may be built at Caltrans' expense. This stand will prevent the unsightly appearance resulting from a group of posts of various sizes, heights, and characters. The approach to the stand should be surfaced sufficiently to make the stand accessible under all weather conditions.

4-1504 Measurement and Payment

| The resident engineer must be familiar with the measurement and payment clauses for existing facilities that are to be removed. Determine whether the necessary measurements must be taken before or during removal.

4-1504 Measurement and Payment