Issue Date: Thursday, October 5, 2023  
Proposal Due: Tuesday, October 31, 2023, 11:00 A.M. CT

A download pdf-version of this RFP is available at the Downtown District website:  
[http://www.downtowndistrict.org/procurement-rfp-opportunities/](http://www.downtowndistrict.org/procurement-rfp-opportunities/)
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SECTION 1 ~ PROGRAM OVERVIEW

Background
The Houston Downtown Management District known as the (District) was formed by the Texas Legislature in 1995. The District covers a 1.5 square mile area encompassing over 300 city blocks and is nearly surrounded on all sides by an elevated freeway.

Request for Proposal
With this RFP, the Houston Downtown Management District (District) is seeking proposals from (Contractors) for Market Square Park Turf & Dining Improvements for the areas identified in the District reference Exhibit A ~ Market Square Park Turf & Dining Improvements Map. Contractors are invited to respond in accordance with this RFP and in compliance with the “Proposal Format” section.

Timeline
All times in this section are Central Daylight Savings Time (CT)

✓ Proposal offered – October 5, 2023

✓ Pre-proposal conference - Interested Contractors are required to participate in a mandatory pre-proposal conference for a briefing, question & answer session. The conference will be held on Monday, October 16, 2023 at 2:00 PM on site at Market Square Park, 301 Milam Street, Houston, Texas 77002.

✓ Question and Answer period - Contractors are invited to make inquiries to get a complete understanding of the required services. All inquiries must be submitted in writing to dusty@downtowndistrict.org by 12:00 PM on October 20, 2023. All questions and associated answers will be provided to all bidders that attended the mandatory pre-proposal conference by no later than 4:00 PM on October 24, 2023.

✓ Proposals due by – October 31, 2023 at 11:00 AM and must be submitted to the Houston Downtown Management District following guidelines specified herein. Proposals received after this time will not be considered. Oral, telephonic, facsimile, or telegraphic bids are invalid and will not receive consideration. Respondents to this request may submit a Proposal at any time prior to the posted due date.

✓ All proposals must be submitted via email to:

dusty@downtowndistrict.org
Dusty McCartney
Construction Manager

✓ Follow Section 5 ~ Submission of Proposal for details about submission.
✓ Please note that this timeline may be subject to change.

General Qualifications
The desirable contractor will have a demonstrated experience in the following areas:

- Has established business and experience for a minimum of 5 years in dealing with the removal of gravel/soil, sub drainage, and the installation of artificial turf and decomposed granite in an urban environment.
- Ability to provide qualified personnel to perform work that will produce the specified level of workmanship.
Submittal Procedure
Please submit proposals via email with the project title displayed in the subject line to the Construction Manager, Dusty McCartney at dusty@downtowndistrict.org.

- All requested information in the **Proposal Submittal section** must be addressed
- Proposals shall include all incidental materials, labor, overhead, profit, and insurance required to complete the work in accordance with the specifications.
- If sub-contractors are utilized to perform a portion of the work, it must be clearly stated in the proposal. Sub-contractors and the respective work scope must be defined. The District retains the right to refuse sub-contractors that have been submitted.
- The proposal must be signed by an authorized representative of the company, which must be the actual legal entity that will perform the contract if awarded.

SECTION 2 ~ SCOPE OF WORK AND SCHEDULING

Scope of Work
The scope of work includes all labor, materials, equipment, and necessary services required as defined by this RFP. The work for this Contract comprises of the following items:

- Mobilization/Traffic Control
- Tree Protection
- Demolition/Removal of Soil & Decomposed Granite
- Artificial Turf & Rubberized Mulch Installation
- Bull Rock Gravel Buffers
- Washed Granite Subbase Installation
- Sub Drainage Piping and Catch Basins
- Misc Items Including But Not Limited To:
  - Valve/Pullbox/Meter Box/Drainage Inlet Adjustment
  - Irrigation Adjustment
  - Bench Foundations
  - Boulder Rock Removal/Relocation
  - Cleaning of Existing Drainage Inlets
  - Grading

Scheduling of Work
The District will coordinate with the Selected Contractor to determine a mutually agreed upon start date which is anticipated to commence in mid-November to early December 2023. It is imperative the Selected Contractor is well prepared to commence work on the determined start date.

Contractor’s Use of Site and Premises
- Coordinate use of site and premises with the Owner.
- Work shall proceed in a manner as to minimize disruption to the public.
- Assume full responsibility for protection and safekeeping of products under this Contract stored on site.
- Shall limit disruption to vehicular and pedestrian traffic in public rights-of-way from 7:00 a.m. to 9:00 a.m. and 4:00 p.m. to 6:00 p.m., Monday through Friday.
- Limit use of site and premises to allow for:
  - Scheduled Park events
  - Work by separate contractors
  - Work by Owner
  - Use of site and premises by tenants and occupants of adjacent properties during construction.
Permitting
The District will provide the Selected Contractor with the necessary lane closure and sidewalk closure permits to perform the required work. The Contractor will be responsible for adhering to all conditions as outlined and described in the issued permits.

Quality Control
Contractor shall monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce Work of specified quality at no additional cost to the Owner. Contractor shall comply fully with manufacturers’ installation instructions, including each step in sequence. Comply with specified standards as minimum requirements for the Work except when more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship. Perform work by persons qualified to produce the specified level of workmanship.

SECTION 3 ~ TECHNICAL SPECIFICATIONS & REGULATIONS

Technical Specifications
The Selected Contractor is required to adhere to the specifications listed below and identified in the District reference; Exhibit B ~ Technical Specifications:

- Specification 01555 – Traffic Control and Regulation
- Specification 02050 – Demolition
- Specification 02086 – Adjusting Manholes, Inlets, and Valve Boxes to Grade
- Specification 32 15 40 – Decomposed Granite

Regulations
The Selected Contractor is required to adhere to the City of Houston’s Sidewalk and Roadway Obstructions and Impairments Ordinance Rules and Regulations. A full copy of the ordinance and rules and regulations is located on the City of Houston web page at [http://www.publicworks.cityofhouston.gov/traffic/trafficpermits.htm](http://www.publicworks.cityofhouston.gov/traffic/trafficpermits.htm)

SECTION 4 ~ GENERAL PROVISIONS

Contract Duration
The estimated contract duration based on the scope of work provided within this RFP is 60 calendar days.

Cancellation
The District reserves the right to cancel or terminate the contract with 30-day notice for cause or convenience.

Contractor Acceptance Process
The District will notify each Contractor in writing to state the acceptance or decline of their proposal. The District reserves the right to accept or reject all or part of the proposal.

Disadvantaged Business Enterprise Participation
It is the objective of the District to stimulate growth of Disadvantaged Business. Furthermore, it is the goal of the District to award at least 25% of the value of its contracts to Minority, Women Owned, or Disadvantaged Business Enterprise (MWDBE). Contractors are encouraged to use good faith efforts to assist the District in achievement of this goal.

Contract Negotiation
Upon acceptance of a Contractor, the District and Contractor will enter into good faith negotiations for Service
Contract, including but not limited to the terms in the Contractor response proposal to this RFP. Contract will include industry standard terms that are not included in this RFP, including, but not limited to: indemnification and hold harmless, non-discrimination, no assignment, no transfer of interest without written approval, independent contractor, subcontracting only with written approval, compliance with federal, state and local laws, accurate and available records for inspection, conflict of interest, termination, etc.

Contractor Expenses
The District shall not pay any costs or losses incurred by any Contractor applicant at any time, including but not limited to the cost of research, preparation, or presentation of proposal or negation of a service contract.

Tax Exempt Status
The District is a Municipal Management District under Chapter 3801 of the Texas Special Districts Code and is exempt from payment of sales tax.

Non-Discrimination Policy
Contractors are expected to adhere to the following non-discrimination clause:
The Contractor, it's agents, officials, employees and servants agree to and will take actions to ensure that it will: recruit, hire, train and promote persons in all job classifications without regard to race, color, religion, sex, ethnicity, familial status, genetic information, marital status, military status, pregnancy, sexual orientation, gender identity, national origin, disability or political affiliation except where sex is a bona fide occupational qualification;

The Contractor, its agents, officials, employees and servants are committed fully to complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities.

Insurance
During the life of the contract between the District and the Contractor, through companies approved by the District, the Contractor shall provide, pay for, and maintain insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of the work described in this RFP, by the Contractor, his agents, representatives, employees, or subcontractors. Specific types are described below. Contractor’s insurance shall be primary in all occurrences associate the services outlined in this RFP. The cost of such insurance shall be included in the Contractor’s bid, covering, at a minimum the following categories:

**Commercial General Liability** insurance shall include Premise and Operations, Personal and Advertising Injury, Contractual Liability, Independent Contractors, Broad Form Property Damage including Completed Operations and Products, and Completed Operations Liability Coverage. Such policy insurance shall have limits of liability not less than $2,000,000 each occurrence; medical expenses $5,000 (any one person); $1,000,000 personal injury, and general aggregate of $4,000,000. Liability Insurance Certificate shall include the save harmless clause.

**Automobile Bodily Insurance and Property Damage Liability** Insurance shall be written for not less than $1,000,000 combined single limit. Limits of liability can be met by a Combined Primary Liability and Excess and/or Umbrella Liability Insurance policy of $5,000,000.

**Workers’ Compensation and Employers’ Liability** insurance shall be provided for all employees engaged in the work under this request, in accordance with the laws of the State of Texas. The amount of the employers’ liability insurance shall not be less than: $1,000,000 each accident, each employee.

All insurance coverage shall be provided by responsible agencies licensed to do business in the state of Texas. The insurance coverage and dollar limits required must be evidenced on properly executed Certificates of Insurance. Renewal certificates shall be provided no less than thirty working days prior to the expiration date of current coverage. All insurance policies shall list the following entities as covered under the policy: Central Houston, Inc., The Houston Downtown Management District, The Downtown Redevelopment Authority/ Tax Increment Reinvestment Zone #3, and The City of Houston.
**SECTION 5 ~ SUBMISSION OF PROPOSAL**

Proposal Format

Proposals will be evaluated based on the Submittal Procedure defined below and in this RFP. Proposals must address each section fully and be organized in the following manner to ensure a uniform review process.

1. **Letter of Transmittal**
   a. State the proposer’s understanding of the work to be done, ensuring a commitment and ability to perform the work. Provide information required under the General Information section below.
   b. **General Information**
      i. Contractor name and contact information including phone and email
      ii. State if business is local or national and indicate the business legal status
      iii. Name of parent company (if any) or subsidiary
      iv. Number of years in operation, date and location of incorporation
      v. Location of the home office from which the support work is to be provided
      vi. Contact information of individuals responsible for providing/managing contracted services.

2. **Experience**
   a. Provide satisfactory evidence that Proposer has regularly engaged in furnishing products and performing construction work as proposed, and has the capital, labor, equipment, and material to execute the required work.

3. **DBE Participation**
   a. Describe the good faith efforts to award 25% of the value of this contract to a Minority, Women Owned, or Disadvantaged Business Enterprise (MWDBE). Please provide certification or documentation showing how the company or products qualify as a MWDBE.

4. **References**
   a. Provide a minimum of three (3) references including company name and contact name(s) including phone numbers and email addresses.

5. **Claims History**
   a. List all projects in the last five years that have gone to claim, litigation, City Engineer’s decision, mediation or arbitration with the Owner. List outcome of decision, litigation or arbitration. List any projects that proposer failed to complete because of financial reasons, labor disputes, failure of employees to perform, or and other reason.

6. **Proposal**
   a. Provide pricing per Section 6 ~ Price Proposal
      i. An original signature by an authorized officer of the bidder is required.

Proposal Rejection

The Downtown District reserves the right to accept or reject all or part of any proposal. The District also reserves the right to waive any technical defects or minor irregularities, which in its discretion, is in the best interest of the District. The District shall not pay any costs or losses incurred by any applicant at anytime, including but not limited to the cost of responding to the RFP.

All Contractors shall be aware that the RFP and the responses thereto are in the public domain; therefore, Contractors shall identify specifically any information contained in the proposal which is to be considered confidential or proprietary and exempt from disclosure. Blanket statements that entire submittals are confidential shall be unacceptable.
Proposal Evaluation

The District will use the Competitive Sealed Proposal method. The procurement and the provision of Services will be in accordance with the Texas Government Code Chapter 2269 and this RFP. The District will use a one-step process and select the Proposer that offers the best value for the District based on the evaluation criteria described in this RFP for the Services described in the RFP and incorporated Attachments. The District intends to enter into a Contract with the successful Proposer.

SECTION 6 ~ PRICE PROPOSAL

Proposals shall include all incidental materials, labor, overhead, profit, and insurance required to complete the work according to and in accordance with the work described within this RFP, attachments, and project specifications. Proposer is responsible for verifying quantities required to successfully complete the project as intended.

TOTAL PROPOSED LUMP SUM PRICE  $____________

Company Name: ________________________________________________

Bidder’s Signature: _____________________________  Date: ________________

Printed Name: _____________________________  Title: _____________________________
EXHIBIT A ~ MARKET SQUARE PARK MAP & TURF DETAIL
SYNLAWN PET PLATINUM SYNTHETIC TURF
OR APPROVED EQUAL
TOP 1 INCH (COMPACTION LAYER) - 1/4" GRANITE, NO FINES. BOTTOM 3 INCHES - 1" WASHED GRANITE

2X6 PRESSURE TREATED NAILER BOARD

STAPLE ASSEMBLY PER MFR SPECIFICATIONS; STAPLE ON TOP AND SIDE

BULL ROCK GRAVEL

EXISTING SOIL SUBGRADE

ARTIFICIAL TURF AT DOG PARK  N.T.S.

1/2" AGGREGATE OR SMALLER DECOMPOSED GRANITE WITH STABILIZER AVAILABLE FROM COLLIER MATERIALS

NON-WOVEN FILTER FABRIC

COMPACTED SUBBASE

DECOMPOSED GRANITE WITH CONCRETE BAND
EXHIBIT B ~ TECHNICAL SPECIFICATIONS

SPECIFICATION 01555

TRAFFIC CONTROL AND REGULATION

PART 1 - GENERAL

1.01 SECTION INCLUDES

A. Requirements for signs, signals, control devices, flares, lights and traffic signals, as well as construction parking control.

B. Requirement for and qualifications of flagmen.

1.02 SUBMITTALS

A. Contractor to submit a traffic control plan that is in conformance with the Texas Manual on Uniform Traffic Control Devices (TMUTCD) and sealed by a Registered Professional Engineer.

C. The Contractor shall provide such information and records regarding the use of qualified flagmen to verify that the Contractor’s use of “peace officers” as flagmen is in compliance with the Contract Documents and Texas law, including but not limited to, Article 4413 (29bb), commonly referred to as the Private Investigators and Private Security Agencies Act, and Article 2.12, Texas Code of Criminal Procedure.

D. The Contractor shall provide such information and records regarding the use of qualified flagmen to verify that the Contractor’s use of “certified flagmen” as flagmen is in compliance with the Contract Documents and applicable City ordinance.

E. Make submittals in accordance with Section 01330 - Submittal Procedures.

1.03 UNIT PRICES

A. Traffic Control and Regulation. Measurement is on a per day basis for traffic control and regulation, including submittal of a traffic control plan, provision of traffic control devices, provision of equipment and personnel as necessary to protect and complete the work and the public, including any permits as required by the City of Houston and Metro.

1.04 FLAGMEN

A. Use flagmen, qualified as described under paragraph 1.04.B, Uniformed Peace Officers, or paragraph 1.04.C, Certified Flagmen, to control, regulate, and direct the even flow or movement of vehicular or pedestrian traffic when construction operations encroach on public traffic lanes.

B. Uniformed Peace Officer: A person who has full-time employment as a peace officer and who receives compensation as a flagman for private employment as an individual employee or independent contractor. Private employment may be either an employee-employer relationship or on an individual basis. A flagman may not be in the employ of another peace officer and may not be a reserve peace officer.

1. A peace officer is defined as:

a. Sheriffs and their deputies;

b. Constables and deputy constables;

c. Marshals or police officers of an incorporated city, town, or village; or
d. As otherwise provided by Article 2.12, Code of Criminal Procedure, as amended.

2. A person who has full-time employment as a peace officer is one who is actively employed in a full-time capacity as a peace officer working, on average, a minimum of 32 paid hours per week, being paid at a rate of pay not less than the prevailing minimum hourly wage rate as set by the federal Wage and Hour Act and entitled to the full benefits of participation in any retirement plan, vacation, holidays, and insurance benefits. A reserve peace officer does not qualify, under this definition, as a peace officer.

C. Certified Flagman: A person who receives compensation as a flagman and who meets the following qualifications and requirements:

1. Formally trained and certified in traffic control procedures through the City's Department of Public Works & Engineering’s E. B. Cape Center.

2. Required to wear a distinctive uniform, bright-colored vest, and be equipped with appropriate flagging and communication devices.

3. English speaking, with Spanish as an advantageous, but not required, primary or secondary language.


5. Required to carry proof of training/certification, such as photographic identification card issued by the training institute, to allow the Project Manager to easily determine that necessary full-time traffic control is actually provided, when and where construction work encroaches upon traffic lanes.

D. Houston Police Department Officer: When directed by the Project Manager, the Contractor shall provide a uniformed Houston Police Department (HPD) officer to direct traffic in intersections. This officer shall be a person who is a full-time employee as a police officer of the HPD. This officer's primary responsibility shall be to cooperate with the HPD staff to optimize peak time vehicular traffic flow. Any assistance provided to the Contractor's operation shall be the officer’s secondary responsibility and the officer shall not replace any officer or flagmen associated with the Contractor’s normal operation. This officer will typically be requested to work between the hours of 7:00AM and 9:00 AM and 4:00 PM and 6:00 PM, Monday through Friday. Measurement shall be by totaling the hours documented on the Daily Construction Report as hours the officer was providing the requested services. Payment shall be at the unit price bid.

PART 2 - PRODUCTS

2.01 SIGNS, SIGNALS, AND DEVICES

A. Comply with Texas State Manual on Uniform Traffic Control Devices.

B. Traffic Cones and Drums, Flares and Lights: As approved by local jurisdictions.

PART 3 - EXECUTION

3.01 PUBLIC ROADS

A. Abide by laws and regulations of governing authorities when using public roads. If the Contractor's work requires that public roads be temporarily impeded or closed, approvals shall be obtained from governing authorities and permits paid for before starting any work. Coordinate activities with the Project Manager.

B. Contractor shall maintain at all times a 10-foot-wide all-weather lane adjacent to work areas which shall be kept free of construction equipment and debris and shall be for the use of emergency vehicles, or as otherwise provided in the traffic control plan.
C. Contractor shall not obstruct the normal flow of traffic from 7:00 a.m. to 9:00 a.m. and 4:00 p.m. to 6:00 p.m. on designated major arterials or as directed by the Project Manager.

1. Contractor shall maintain local driveway access to residential and commercial properties adjacent to work areas at all times.

2. Cleanliness of Surrounding Streets:
   a. Keep streets used for entering or leaving the job area free of excavated material, debris, and any foreign material resulting from construction operations. Comply with City of Houston Ordinance No. 5705, Construction or Demolishing Privileges.

3. The Contractor shall have personnel on site whenever work is underway that will make adjustments, relocations or repairs to the traffic control devices when the unacceptable condition is discovered.

3.02 PUBLIC SIDEWALKS AND CROSSWALKS

A. The Contractor shall maintain good reasonable all-weather access to all entry points to public or private property along the work area and in crosswalks. The access routes shall be clearly delineated to the public and to the construction staff. The surface shall be a hard non-penetrating material that has the same slip resistant characteristics when wet or dry.

B. At no time shall the crosswalks on both sides of an intersection (the two east to west crosswalks or the two north to south crosswalks) be closed to pedestrian traffic by having ramps, portions of walkway removed or other features that do not allow a minimum of four feet of level clean walkway.

C. When crosswalks are closed, the Contractor shall erect a sign that shall be attached to the pedestrian barricade. The sign shall be 4-feet by 4-feet square, painted on both sides with a second color text and graphics to be provided by the Owner at the Pre-construction Conference. The sign shall be placed to allow unobstructed view from the other end of the block in the line of travel of the crosswalk.

D. The Contractor shall maintain separation of the public sidewalk, walkway or crosswalk from the construction zone or vehicle traffic lanes. Separation shall be by one of two methods.

1. In an area where the existing or new street or sidewalk provides an acceptable walking surface then a solid barrier equal to the flat base plate, 42” high x 8” long interlocking pipe barricade with vertical ¾” OD pies at 5 ½” O.C. vertical bars as manufactured by Diehl Manufacturing or approved equal will be used to separate one area from the other. The barricades shall be painted with an automotive quality paint system and the color will be provided.

2. In an area where the sidewalk is being removed, the Contractor shall temporarily restore the walkway by the installation of all-weather asphalt walkways and Strongwall ADA Pedestrian Barricades by Plasticade or approved equal.
   a. The temporary walkway shall be installed immediately after removal of the existing walk. The installation of the new permanent walkway shall be coordinated with any affected property owner to minimize impact to access during the time the existing walkway is being removed or the new walkway is being installed.
   b. The temporary walkways must be no less than four-feet wide and provide a flat walking surface.

3. The Contractor shall have personnel on site whenever work is underway that will make adjustments, relocations or repairs to the walkways or barriers when the unacceptable condition is discovered.
3.03 CONSTRUCTION PARKING CONTROL
   A. Control vehicular parking to prevent interference with public traffic and parking, access by emergency vehicles, and City’s operations.
   B. Monitor parking of construction personnel’s vehicles in existing facilities. Maintain vehicular access to and through parking areas.
   C. Prevent parking on or adjacent to access roads or in non-designated areas.

3.04 FLARES AND LIGHTS
   A. Provide flares and lights during hours of low visibility to delineate traffic lanes and to guide traffic.

3.05 TRAFFIC SIGNS AND SIGNALS
   A. Install traffic control devices at approaches to the site and on site, at crossroads, detours, parking areas, and elsewhere as needed to direct construction and affected public traffic.
   B. Install and operate traffic control signals to direct and maintain orderly flow of traffic in areas under Contractor’s control and areas affected by Contractor’s operations.
   C. Relocate traffic signs and signals as Work progresses to maintain effective traffic control.

3.06 REMOVAL
   A. Remove equipment and devices when no longer required.
   B. Repair damage caused by installation.
   C. Remove post settings to a depth of 2 feet.

END OF SECTION
PART 1 – GENERAL

1.01 GENERAL DESCRIPTION OF THE WORK IN THIS SECTION

A. Demolition work, in general, includes sidewalk and pavements, and the removal and disposal of all demolished materials, within the local areas required for repairs.

1.02 RELATED WORK OF OTHER SECTIONS

A. Coordinate work of this Section with work of other Sections as required to properly execute the Work and as necessary to maintain satisfactory progress of the work of other Sections.

1.03 JOB CONDITIONS

A. Selective Demolition: The contractor shall confirm, by site visit, the limits of demolition to be accomplished under this contract. Should any discrepancies arise, contact Project Manager for clarification before beginning.

B. Explosives: The use of explosives will not be permitted.

C. Traffic: Conduct demolition operations and removal of debris to ensure minimum interference with the public use of roads, streets, walks and other adjacent occupied or used facilities.

   1. Do not close or obstruct streets, walks or other occupied or used facilities without permission from authorities having jurisdiction. Provide alternate routes around closed or obstructed traffic or walkways as required by governing regulations, and the Owner.

D. Protections: Ensure the safest passage of persons around the area of demolition. Conduct operations to prevent injury to adjacent building, structures, other facilities and persons. Protect existing property from damage during demolition.

E. Damages: Promptly repair damages caused to adjacent facilities by demolition operations.

F. Utility Services: Maintain existing utilities to remain, keep in service, and protect against damage during demolition operations.

   1. Do not interrupt existing utilities serving occupied or used facilities, except when authorized in writing by authorities having jurisdiction. Provide temporary services during interruptions to existing utilities, as acceptable to the governing authorities.

   2. Confirm location of existing utilities to remain with the Utility Coordination Committee; 1200 Milam, Houston, Texas 77001; Phone: (713) 223-4567.

G. Unknown Utilities:

   1. If unknown and uncharted utilities are encountered during excavation, promptly notify Project Manager and wait for instructions before proceeding.
2. If Project Manager ascertains that such utility line has been abandoned, properly cap line at a depth approved by the Project Manager or remove line if so desired.

3. If such unknown utilities are encountered and work is continued without contacting Project Manager for instruction and damage is caused to said utilities, Contractor shall repair such damage at his own expense.

PART 2 – PRODUCTS

Not Used

PART 3 – EXECUTION

3.01 DEMOLITION

A. Pollution Controls:

1. Use water sprinkling, temporary enclosures, and other suitable methods to limit the amount of dust and dirt rising and scattering in the air so that no visible dust accumulates.

2. Comply with governing regulations pertaining to environmental protection.

3. Do not use water when it may create hazardous or objectionable conditions such as ice, flooding, and pollution.

4. Clean adjacent structures, windows, and improvements of all dust, dirt and debris caused by demolition operations, as directed by the Project Manager or governing authorities. Return adjacent areas to condition existing prior to the start of work.

B. Site Demolition:

1. Before proceeding with demolition operations, disconnect and cap off utilities and service lines not required for new construction in accordance with requirements of governing authorities and applicable ordinances and regulations.

2. Notify respective Utility Company of any damage caused to active utilities and protect active utilities pending instructions for disposition.

3. Remove sidewalk elements to the depth of their structure or as shown on the drawings.

C. Disposal of demolished materials:

1. General: Remove from the Project Site all debris, rubbish and other materials resulting from demolition operations.

2. Burning removed materials will not be permitted on the Project Site.

D. Removal:

1. Transport materials removed from demolition work in covered vehicles and dispose of, legally, off the Project Site at locations specifically intended to receive such materials. In no event will removed materials remain at the job site for more than 24 hours without prior approval of the Construction Manager.

END OF SECTION
SPECIFICATION 02086

ADJUSTING MANHOLES, INLETS, AND VALVE BOXES TO GRADE

PART 1 GENERAL

1.01 SECTION INCLUDES

A. Adjusting elevation of manholes, inlets, pullboxes, and valve boxes to new grades.

1.02 MEASUREMENT AND PAYMENT

A. For this project, if required, any adjustment of manholes, inlets, pullboxes, and valve boxes to new grade is incidental and to be included in the daily labor rates.

1.03 REFERENCE

AMERICAN SOCIETY OF TESTING AND MATERIALS (ASTM)

ASTM C270 Specification for Mortar for Unit Masonry.

PART 2 PRODUCTS

2.01 CONCRETE MATERIALS

A. For cast in place concrete, conform to requirements to Section 03315 - Concrete for Utility Construction.

B. For precast concrete manhole sections and adjustment rings, refer to Section 02082 - Precast Concrete Manholes.

C. For mortar mix, conform to requirements of ASTM C270, Type S, using Portland Cement.

2.02 CAST-IRON ADJUSTING RINGS

A. For cast-iron adjusting rings, refer to Section 02084 - Frames, Grates, Rings, and Covers.

2.03 PIPING MATERIALS

A. For riser pipes and fittings, refer to Sections 02501 - Ductile-iron Pipe and Fittings through 02528 - Polyethylene Wrap.

PART 3 EXECUTION

3.01 EXAMINATION

A. Examine existing structure, valve box, frame and cover or inlet box, frame and cover or inlet, and piping and connections for damage or defects that would affect adjustment to grade. Report such damage or defects to Owner's Representative.
3.02 ESTABLISHING GRADE

A. Coordinate grade related items with existing grade and finished grade or paving, and relate to established bench mark or reference line.

3.03 ADJUSTING MANHOLES AND INLETS

A. Elevation of manhole or inlet can be raised using precast concrete rings, metal adjusting rings, use of brick for adjustment of sanitary sewer manhole to grade is prohibited. Elevation of manhole or inlet can be lowered by removing masonry, adjusting rings or the top section of the barrel below the new elevation and then rebuilding or raising the elevation to the proper height.

B. Salvage and reuse cast-iron frame and cover or grate.

C. Protect or block off manhole or inlet bottom using wood forms shaped to fit so that no debris or soil falls to the bottom during adjustment.

D. Install a cast-in-place slab at the top of the manhole barrel to receive the cast-iron frame and cover. Form concrete slabs to no less than 6 inches thick.

E. Set the cast-iron frame for the manhole cover or grate in a full mortar bed and adjust to the established elevation. In streets, adjust covers to be flush with pavement.

F. Verify that manholes and inlets are free of visible leaks as a result of reconstruction. Repair leaks in a manner subject to Owner's Representative's approval.

3.04 ADJUSTING VALVE BOXES

A. Salvage and reuse valve box and surrounding concrete block.

B. Remove and replace 6-inch ductile iron riser pipe with suitable length for depth of cover required to establish the adjusted elevation to accommodate actual finish grade.

C. Reinstall valve box and riser piping plumbed in vertical position. Provide minimum 6 inches telescoping freeboard space between riser pipe top butt end and interior contact flange of valve box for vertical movement damping.

D. After valve box has been set, aligned, and adjusted so that top lid is level with final grade, pour 24-inch by 24-inch by 8-inch-thick concrete pad around valve box. Center valve box horizontally within concrete slab.

3.05 BACKFILL AND GRADING

A. Backfill the area of excavation surrounding each adjusted manhole, inlet, and valve box and compact according to requirements of Section 02317 - Excavation and Backfill for Utilities.

B. Grade the ground surface to drain away from each manhole and valve box. Place earth fill around manholes to the level of the upper rim of the manhole frame. Place earth fill around the valve box concrete slab.

END OF SECTION
SPECIFICATION 32 15 40
DECOMPOSED GRANITE

SECTION 32 15 40 - DECOMPOSED GRANITE

PART 1 - GENERAL

1.01 RELATED DOCUMENTS
   A. The Conditions of the Contract and Division 1 govern this section.
   B. See Section 02200 - Excavating, Filling and Grading.

1.02 DESCRIPTION OF WORK
   A. Work Covered
      1. Furnish all labor, materials and equipment and appliances necessary to install and complete Decomposed Granite walking surfaces in accordance with Specifications and Drawings.
   B. Related Work in Other Sections
      1. Examine all sections for work related to work of this section.

PART 2 - PRODUCTS

2.01 MATERIALS
   A. Decomposed granite aggregate: Natural granite material consisting of granite gravel and naturally occurring fines to 1/4” maximum. Decomposed granite shall be any igneous rock which has been weathered in place or any sedimentary material principally derived from igneous rock. Material shall consist of 75% granite, 25% clay and be free of vegetable matter and other deleterious substances. It shall be of such a nature that it can be compacted readily under watering and rolling to form a firm, stable surface. Available from Collier Materials, Marble Falls, Texas, or equal.
   B. Stabilizer from Stabilizer Solutions. Available from Collier Materials, Marble Falls, Texas, or equal.
   C. Filter Fabric: Geotextile non-woven filter fabric, Trevira or equal.
   D. Crushed Limestone base material.
PART 3 – EXECUTION

3.01 DECOMPOSED GRANITE PAVING

A. Backfill, Fill and Compaction:
   1. Hand smooth the area under the tree to form a level surface. No compaction. No root damage.
   2. Compact soil areas not in root zone to 95% proctor.

B. Crushed stone base to be compacted to 90% proctor.

C. Lay filter fabric under entire area to be filled with decomposed granite. Pin in place as necessary to keep fabric from shifting under use.

D. Decomposed Granite Aggregate: Remove all loose material from exposed subgrade. Add 15 pounds per ton of Stabilizer. Mix in place. Place decomposed granite aggregate in maximum 4 inch deep lifts, wet thoroughly and let set according to manufacturer’s representatives’ instructions. Compact to not less than 90% nor more than 95% of maximum dry density (ASTM D 698) with roller. Do not use tamp plate. Decomposed granite over tree rootballs or in tree root zones not to have stabilizer.

E. Granite may be pre-mixed with stabilizer according to manufacturer’s instructions.

END OF SECTION
EXHIBIT C ~ COH ORDINANCE

CITY OF HOUSTON

Sidewalk and Roadway Obstructions and Impairments Ordinance Rules and Regulations
P.O. Box 1562 Houston, TX 77251-1562
Phone #: (832) 395-3020 / Fax #: (832) 395-3057

Summary of Sidewalk and Roadway Obstructions and Impairments Ordinance

The City of Houston has adopted an ordinance regulating obstructions of the roadways within the City of Houston. This ordinance also regulates impairments (full or partial) of sidewalks in the Central Business District. The ordinance defines how roadway and sidewalk access can be temporarily closed for construction and maintenance functions while establishing a permit process for these impairments or obstructions. The following highlights the provisions of the ordinance:

- Requires all Public and Private Individuals when temporarily restricting roadway and sidewalk access to the public (including crosswalks) to follow certain regulations relative to the conditions in which the area is maintained and the traffic control technique utilized for both pedestrians and vehicles.

- Impairments may occur by first obtaining a permit from the City Traffic Engineer. As part of the permit application process, the applicant is required to describe the duration, dates and times of the day of the proposed impairment, description of the impairment, a detailed routing and traffic control plan, and provide evidence of insurance.

- Impairments may only be permitted if the activity cannot otherwise in the determination of the City Traffic Engineer be reasonably performed.

- Emergency obstructions will be accommodated by submitting an application within 24 hours.

A full copy of the ordinance and rules and regulations is located on the City of Houston web page at http://www.publicworks.cityofhouston.gov/traffic/trafficpermits.htm

Contact information: City of Houston, Traffic Management Branch, 611 Walker, Suite 500, Houston, Texas 77002.

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Sidewalk and Roadway Obstructions and Impairments
Ordnance Rules and Regulations

These Regulations ("these Rules") have been issued by the Director of Public Works and Engineering ("the Director") of the City of Houston ("the City") pursuant to Article XVII of Chapter 40 of the City of Houston Code of Ordinances ("the Ordinance"). The issuance of Permits for Sidewalk and Roadway Obstructions and Impairments and other activities authorized or required under the Ordinance will be governed by the terms of the Ordinance. It is not the purpose of these Rules to restate the provisions of the Ordinance. Rather, these Rules establish an operational and procedural framework for administration of the Ordinance as contemplated by § 40-366 of the Ordinance. Therefore, these Rules should be read in conjunction with the Ordinance.

EFFECTIVE DATE. The Ordinance is effective August 23, 2004, as provided by Section 10 of Ordinance 2004-498. A Permit is required for any Impairment that is commenced on or after the effective date of the Ordinance. See Section 10 of Ordinance 2004-498 for further information regarding the status of Impairments or Obstructions that are commenced before the effective date of the Ordinance. As provided therein, previously commenced Impairments will require a Permit if not completed by August 23, 2004.

Roadway Obstruction Permits

1. Permits

Individual permits are required when obstructing lanes of the roadway except as defined under a "general" permit.

- Dates and times requested may be subject to change based on traffic mobility.
- Street cut permits must be obtained before applying for a roadway obstruction permit and provided with each roadway application.
- Proof of insurances is required for each application. The traffic engineer may issue a permit to a city department necessary to perform departmental functions without requiring a permit fee, release and indemnity provisions or evidence of insurance.
- Permit fees must be paid after approval of permit application.
- The permit holder shall ensure that there is no period of 15 consecutive days or more during which the work site is inactive.
- Persons who desire to obtain permits shall make application to the traffic engineer at least ten business days before the date on which the permit is required, unless the traffic engineer approves a shorter time.
- A project schedule is required to be submitted if the work will occur for more than 14 days.
- A traffic control plan may be required when closing multiple lanes of a street.

2. General Permits

General permits allow public employees and public utilities the ability to perform work on all streets from 9am-4pm and 7pm-6am without obtaining individual permits. General permits are

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intended for intermittent short term obstructions of less than 24 hours undertaken by utilities or public employees. An obstruction may not occur at the same location for more than 7 days.

Conditions for use of general permits:

- One lane of the roadway may be closed at a time, if closing more than one lane on major thoroughfares or collector streets, a roadway obstruction permit must be applied for.
- A lane may not be closed on major thoroughfares and collector streets from 6am-9am and 4pm-7pm weekdays under this permit.
- If the work is located within other contractors permitted closed lanes; you must coordinate with that permittee or wait until their work is completed.
- Work cannot reduce lane usage to less than 2 driving lanes in the Central Business District under this permit.
- All traffic control devices must be in conformance with the Texas Manual of Uniform Traffic control Devices.
- Permit may be used for closing one lane on local streets at any time of the day unless a full street closure is required.
- Work may not interfere with permitted Parades or Street Functions.
- Performing excavations of a roadway or sidewalk may not occur under a general permit.

The city department or franchised public utility is responsible for obtaining, coordinating and managing the use of the general permits as it applies to sub contractors performing work that is contracted by the city or public utility. Companies contracted by the city or public utility may not apply for a general permit. Work that has not been authorized by these agencies may not occur under a general permit and individual permits must be obtained. Contractors of these agencies may be required to provide evidence of written authorization when performing work under a general permit.

3. Traffic Control Plans

Traffic control plans may be required when obstructing more than one lane of traffic and require that a registered professional engineer sign the plans before submitting to the City of Houston. Single lane closures do not require a signed traffic control plans but are required to follow Part IV of the Texas Manual of Uniform Traffic Control Devices.

Full sidewalk closures may require submittal of a pedestrian traffic control plan with a registered professional engineers seal. Partial closures do not require a signed plan as long as a minimum 5’ walkway is maintained.

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4. Emergency work

Emergency lane and sidewalk closures creating a genuine concern to the health, safety and welfare to the public may commence without issuance of a street obstruction permit provided that a full application is filed within 24 hours. The notification shall include an explanation of the nature of the emergency, a description of the proposed obstruction, and the name and an emergency contact telephone number for the requestor.

Emergency means an unforeseen occurrence that creates a condition of substantial hazard or threat of damage to life or property:

Who is required to apply for emergency permits?

- All persons after 24 hours

- Conditions:
  1. Emergency lane or sidewalk obstructions are exempt from obtaining permits up to 24 hours. After 24 hours, a permit must be filed on the 1st business day following the emergency closure.
  2. Permit fees are waived for the duration of the emergency. This condition applies to all persons obstructing or impairing lanes or sidewalks for emergencies.

5. Posting of Permits

- **For construction work zones** - Permits issued for construction must be placed at the beginning of the project location in such a manner that the city engineer or other persons may identify the obstruction upon arrival. The permit is to be on site for the duration of the permit.

- **For construction parking** - Construction vehicles must place a copy of the permit in a visible place on the dashboard of any vehicles parked within a construction work area.

- **For long term building remodeling or reconstruction** - Permit must be placed on the facade of the building visible to the city engineer or other persons.

It shall be presumed that no permit existed unless the permit is posted as required under this ordinance.

6. Coordination of work

Please note that in certain areas of the city, coordination with other agencies must occur before final approval of application. Additional time for review of applications may be required. The affected areas of coordination are:

- Central Business District
- Galleria
- METRO Light Rail and transit corridors
- Texas Medical Center
- Greenway Plaza

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If work is occurring within a work zone that has already been permitted, coordination of work must occur before submitting applications for lane or sidewalk obstructions.

7. Long Term Private Construction

The following conditions are to be met before planning long term private construction projects in the COH. Examples of private construction are tower erection, new building construction, remodels, etc.

Lane Closures

- Lane closures of more than two (2) lanes may require notice and meeting with the Mobility permit section a minimum of 10 days prior to when the application is submitted.
- Utility tie-ins may be required to occur at night and on weekends in the CBD.
- Overhead walkways or bridge installations should be designed such that major closures will occur at night and on weekends.
- Elevator hoists to be situated so they do not fully close sidewalks or lanes.
- Staging of material will occur on private property.
- Employee parking will be in private lots or garages.
- Tower crane installation must occur at night or on weekends. Cranes must be installed on private property.

Sidewalk Closures

- Demolition of sidewalks to be scheduled at the end of construction keeping impact on pedestrians to a minimum.
- Sidewalks to be ADA compliant and shall be kept free of equipment, materials and debris during construction.
- Tree wells can be covered with supported plywood or grates to increase the width of sidewalk, if necessary, for meeting ADA sidewalk width compliance.
- Replacement of sidewalks should be constructed so as to maintain partial sidewalk access at all times during waterproofing and re-installation of sidewalk.
- In the event metal plates are used to allow the temporary opening of a street or sidewalk, these shall have a skid-resistant surface and identification affixed as to the name and contact info for the contractor.
- Overhead protection to be provided for pedestrians as described in the below sections if approved for use on public r.o.w.
- Any request for long term private construction that will require the closure of lanes or sidewalks in the CBD for a period greater than seven (7) days must be reviewed by the Central City Mobility Task Force committee.

8. Hearing

Any person who is aggrieved by a decision of the city, its officials, or employees with respect to a permit application shall, upon written request, be entitled to a hearing to be conducted by a hearing officer designated by the director of public works and engineering, who shall promulgate rules for hearings. The decision of the hearing officer shall be final.

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Sidewalk Permits

These regulations are intended to provide minimum standards for the temporary conditions that evolve during the construction period that affect the public's use of the sidewalk, crosswalk or designated pathway. These regulations are intended to maximize access along the street to all pedestrians and provide equal access to persons with disabilities through maintaining an adequate pedestrian travel path and identification of alternative routes if a path is closed. Pedestrian access to all property shall be maintained at all times.

1. Pedestrian Pathway

A pedestrian pathway is to be provided through the impaired area. The pathway must be:

- A minimum of five (5’) feet wide. Widths greater than 5’ may be required based upon pedestrian volume.
- Defined on both sides by barriers, cones, ropes, construction tape or other devices that are a minimum of 24 inches above the walking surface and extend from the point where the normal pedestrian way exists.

2. Walking Surface

The physical characteristics of the pedestrian walkways in the construction areas will vary but must meet the following minimum criteria:

- The pedestrian way surface shall be made of a dense (hard), non-porous, non-skid, material that is resistant to settlement and penetration by narrow wheels, canes/walkers and small-heeled shoes in all weather conditions.
- The surface shall be kept free of loose gravel, dirt, and all debris by sweeping during the workday and at the end of each workday.

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3. Pedestrian Obstructions

Pedestrian pathways are to remain unobstructed and must not contain impediments in the
walking area for the pedestrian:

- Devices are to be erected to prevent pedestrians from being exposed to uncompleted
  work areas such as tree wells, pole foundation areas, utility stub outs, unfinished curb
  and walkway surface areas, and other impediments that may cause pedestrian obstructions.

![Acceptable](image1)

![Unacceptable](image2)

4. Pedestrian Pathway Signage

- Minimum signage requirements: 9” (inches) wide x 12” (inches) high, 3/4 inch high
  letters, black letters on yellow plastic cardboard. It is intended the Pedestrian Pathway be
  placed on vertical panels to delineate the pathway. Larger signs may be required
  appropriate to the environment, such as “Sidewalk Closed Use Other Side” signs.
  Graphics for the Pedestrian Pathway signs can be found on the website below.
- Pedestrian pathway signage shall be placed on the sidewalk or crosswalk on the side
  where construction is underway.
- The permit must be posted at each approach to the impairment site in accordance with
  these regulations.

![Acceptable](image3)

![Acceptable](image4)

![Unacceptable](image5)

5. Enclosed Pedestrian Pathway

Approved covered walkways may be necessary to facilitate pedestrian pathways in certain
circumstances. If the construction area is prone to falling objects, debris from street, etc.
enclosed pathway may be required. The covered pathway should be:

- Protected on both sides and covered with a hard roof
- Have safety lighting throughout the enclosed pathway

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Conditions for use of sidewalk permits:

- Pedestrian traffic control plans must be provided when fully closing a sidewalk.
- A minimum of four (5’) feet wide is required for partial sidewalk closures. Widths greater than 5’ may be required based upon pedestrian volume.
- Defined on both sides by barriers, cones, ropes, construction tape or other devices that are a minimum of 24 inches above the walking surface and extend from the point where the normal pedestrian way exists.
- The pedestrian way surface shall be made of a dense (hard), non-porous, non-skid, material that is resistant to settlement and penetration by narrow wheels, canes/walkers and small heeled shoes in all weather conditions.
- The surface shall be kept free of loose gravel, dirt, and all debris by sweeping during the workday and at the end of each workday.
- Devices are to be erected to prevent pedestrians from being exposed to uncompleted work areas such as tree wells, pole foundation areas, utility stub outs, unfinished curb and walkway surface areas, and other impediments that may cause pedestrian obstructions.
- Minimum signage requirements: 9” (inches) wide x 12” (inches) high, 3/4 inch high letters, black letters on yellow plastic cardboard. It is intended the Pedestrian Pathway be placed on vertical panels to delineate the pathway. Larger signs may be required appropriate to the environment, such as “Sidewalk Closed Use Other Side” signs.
- Pedestrian pathway signage shall be placed on the sidewalk or crosswalk on the side where construction is underway.
- The permit must be posted at each approach to the impairment site in accordance with these regulations.
- Approved covered walkways may be necessary to facilitate pedestrian pathways in certain circumstances. If the construction area is prone to falling objects, debris from street, etc. enclosed pathway may be required. The covered pathway should be:
  1. Protected on both sides and covered with a hard roof
  2. Have safety lighting throughout the enclosed pathway

Applications

Applications must be received 10 days in advance of the closure. Applications will be processed on a case by case basis. Applications will be reviewed between the hours of 8am-5pm Monday – Friday.

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• The applicant's name, business street address and mailing address if different, and business telephone number. If the proposed obstruction involves efforts of two or more persons, such as a utility and a contractor or an abutting property owner and a contractor, then they shall join as co-applicants, and the required information shall be provided for each.
• The name and 24-hour telephone number of a person or persons whom the traffic engineer may contact if needed to resolve any issues that may arise with respect to the permit.
• Describe the purpose for which the permit is requested.
• If the permit relates to construction or demolition work on abutting property, then the building permit number.
• If the permit is for an activity for which any other city permit is also required, then the permit number or evidence that the application therefore has been filed.
• If the permit is for street construction work, the name and description of the project, or if the city is the contracting agency, then the contract or job number.
• The duration, dates, and times of day of the proposed obstruction.
• A description of the proposed obstruction, including its size, material, and the location upon the street where it will be placed.
• The reasons why the work, function, or activity proposed requires an obstruction of a street and cannot otherwise reasonably be accomplished.
• If the obstruction is proposed during peak traffic hours on streets within the central business district or on a major collector street or major thoroughfare, the reason why the activity cannot reasonably be performed at another time.
• A detailed current traffic control plan for the obstruction will be required by the traffic engineer when closing multiple lanes or sidewalks.
• A project schedule is to be submitted with application if work is occurring for more than 14 days.

Provide evidence of insurance as required in Sec 40-375

• $100,000.00 for property damage per occurrence
• $250,000.00, per person, and $500,000.00, per occurrence, for bodily injury or death.
• City of Houston named as co-insured on each policy

Street Obstruction/Sidewalk Impairment applications may be accepted Monday-Friday between the hours of 8am-5pm. Office are closed on the following holidays:

• New Year's day
• Martin Luther King Jr.
• Memorial day
• Independence day
• Labor day
• Veteran's day
• Thanksgiving day
• Day after Thanksgiving
• Christmas eve
• Christmas day

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Roadway & Sidewalk Fee Schedules

Payment of fees can be made online once notification is received via email. Payment may be made by credit card or e-check at any time. Once payment is made the applicant may login to the mobility system portal and print the permit.

- Failure to pay the required fees may result in future applications being denied or delayed until payment is received for previous invoices.

Fees are based per lane, per week, per block. Example of fee schedule:

One lane closed for 12 consecutive days in the 600-700 blocks of Louisiana:
2 lanes ($135 each) x 2 weeks (12 days) = $540

Public Employees, political subdivisions of the state, public utilities operating under a franchise from the city, or a certified telecommunications provider operating pursuant to Chapter 283 of the Texas Local Government Code will be exempt from payment of fees.

*An administrative fee of $25 will be assessed to permits over $50*

<table>
<thead>
<tr>
<th>Single lane closure on local street</th>
<th>$50 per lane, per block, per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single lane closure outside CBD on major thoroughfares or collector streets</td>
<td>$85 during off peak traffic hours - per lane, per block, per week</td>
</tr>
<tr>
<td></td>
<td>$105 during peak traffic hours - per lane, per block, per week</td>
</tr>
<tr>
<td>Single lane closure inside CBD</td>
<td>$105 during off peak traffic hours - per lane, per block, per week</td>
</tr>
<tr>
<td></td>
<td>$135 during peak traffic hours or when lane usage is reduced to less than two lanes in the central business district - per lane, per block, per week</td>
</tr>
<tr>
<td>Partial Sidewalk obstruction (maintaining 5 ft of pedestrian way)</td>
<td>$60 per block, per week</td>
</tr>
<tr>
<td>Full Sidewalk obstruction</td>
<td>$95 per block, per week</td>
</tr>
</tbody>
</table>

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