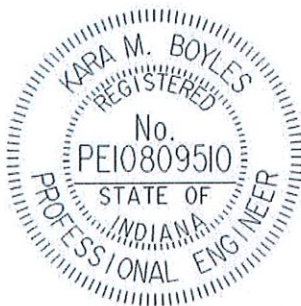
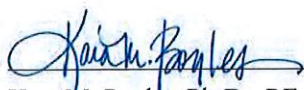


# CITY OF SOUTH BEND INDIANA


## PREVAILING & SUPPLEMENTAL SPECIFICATIONS

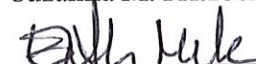
Approved



  
Kara M. Boyles, Ph.D., P.E. City Engineer

June 26, 2018

  
Gary A. Gilot, President

Suzanna M. Fritzberg, Member  
  
Elizabeth A. Maradik, Member

Therese J. Dorau, Member

  
James A. Mueller, Member


  
Linda Martin, Clerk

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## PREVAILING SPECIFICATIONS

### **SECTION I - PREVAILING STANDARDS AND SPECIFICATIONS**

The Prevailing Specifications of the City of South Bend, Indiana shall consist of combinations of the following:

- A. The Indiana Department of Transportation Standard Specifications, 2018 Edition (or most recent edition), hereinafter referred to as State Specifications, except as modified in the paragraph below.
- B. The City Prevailing Specifications, latest edition, including revisions, as issued by the Board of Public Works. These City Prevailing Specifications include additions to, and modifications of, the State Specifications plus all specifications, and hereinafter referred to as “City Specifications”.
- C. Should any provision in the City Prevailing Specifications conflict with any provision in the State Specifications, the City Prevailing Specifications shall prevail.
- D. It is required that any Agency or Individual that engages in public works within the corporate limits in the City of South Bend abide by these Prevailing Specifications. Copies of the Prevailing Specifications will be issued, minus the State Specifications, by the Department of Public Works. State Specifications must be procured from INDOT.
- E. The Construction Standards & Specifications of the City of South Bend are hereby made a part of the Prevailing Specifications.
- F. AGREEMENT AND DOCUMENT REQUIREMENTS

Any and all firms or companies entering into an agreement or contract with the City of South Bend Board of Public Works shall utilize standard agreements and forms approved and provided by the City of South Bend Legal Department and Board of Public Works, or their duly authorized representative. ONLY the Board of Public Works may approve exceptions to this requirement.

The Prevailing Specifications and the Construction Standards and Specifications will be issued by the Department of Public Works for the use in the design and construction of Public Works Projects. The Department of Public Works reserves the right to add, to delete from, or amend these Construction Standards and Prevailing Specifications upon approval of the Board of Public Works.

### **SECTION II - CITY PREVAILING SPECIFICATIONS**

The State Specifications are hereby adopted for inclusion in the Prevailing Specifications; however, the following modifications shall apply:

**SECTION 101 – DEFINITION AND TERMS**

**101.17 Delete in its entirety and substitute the following:**

1. Director -The Director of Public Works who is responsible for administering Public Works.

**101.18 Delete in its entirety**

**101.20 Delete in its entirety and substitute the following:**

1. Engineer -The Director of Public Works, duly appointed by the Mayor, acting directly through their duly authorized representative(s).

**101.56 Delete in its entirety and substitute the following:**

1. State -The City of South Bend, Indiana acting through its authorized representative.

**101.75 Add Section:**

1. Developer -Any private party or private company who invests in and develops land with commercial or residential structures within or for annexation to the City of South Bend corporate limits.

**SECTION 102 - BIDDING REQUIREMENTS AND CONDITIONS**

Section 102 of the State Specification is to be deleted in its entirety and the following updated section 102 shall apply:

**102.01 BID PACKET**

1. The Prospective bidder may obtain a Bid Packet from the designated plan room as stated in the “Notice to Bidders”.
  - a. A bid packet will be available for review commencing on the 1st published date of advertisement in the office of the Board of Public Works located at 227 W. Jefferson Blvd., County-City Bldg. Rm. 1316, South Bend, IN 46601.
2. Each Packet shall include the following:
  - a. City of South Bend Contractor's Bid Form for Public Work (Most Recent)
  - b. Part I - Signed Bid Sheet
  - c. Part II –Experience Questionnaire, Plan and Equipment Questionnaire, and the Contractor’s Financial Statement
  - d. Part III - Non-collusion Affidavit, Non-debarment Affidavit, Nondiscrimination Commitment for Contractors, and Certification of use of United States Steel Products
    - i. City of South Bend Contractor's Bid for Public Work Proposal form.
    - ii. Project Special Provisions.
    - iii. Project drawings, including Standards (if required).
    - iv. Current EEO requirements.



## PREVAILING SPECIFICATIONS

3. The Bidder is expected to furnish the following with each Proposal, at their own expense:
  - a. Bid Surety, (See Section 102.02)
  - b. City of South Bend Contractor's Bid for Public Work Form completed in its entirety.
  - c. Attachments to proposal if specifically required in the Special Provisions.

### **102.02 BID SURETY**

1. The Proposal must be accompanied by a Bid Surety to insure the execution of the Contract.
  - a. This Surety shall be in the form of a certified check, cash, or a Bid Bond in the amount of five percent (5%) of the Bid.
  - b. The Surety shall be made out to "Board of Public Works, South Bend, Indiana".
2. The City will return the Bid Surety to the unsuccessful bidder(s) upon selection of the successful bidder(s).
  - a. The Bid Surety of the successful bidder(s) will be returned after delivery of the required performance bond.

### **102.03 COMPETENCY OF BIDDERS**

1. The Standard Questionnaires and Financial Statement for Bidders (Part II of Bid Form) prescribed by the State Board of Accounts of Indiana, must be filled out, notarized, and submitted with each bid to the Board of Public Works.

### **102.04 INTERPRETATION OF QUANTITIES**

1. The quantities appearing in the itemized proposal are strictly approximate and are prepared for the comparison of bids.
2. Payment to the Contractor will be made only for the actual quantities of work performed and accepted or materials furnished in accordance with the contract.
3. The scheduled quantities of work to be done and materials to be furnished may be increased, decreased, or omitted as hereinafter provided.

### **102.05 EXAMINATION OF PLANS, SPECIFICATIONS, SPECIAL PROVISIONS, AND SITE OF WORK**

1. The Board of Public Works will approve full, complete, and accurate plans and specifications for each project.
  - a. The bidder is expected to examine carefully the site of the proposed work, the proposal plan specifications, supplemental specifications, special provisions, and contract forms before submitting a bid.
  - b. The submission of a bid shall be considered prima facie evidence for plans, specifications, supplemental specifications, special provisions, and contract.
2. Information pertaining to exploration, borings, test pits, and other preliminary investigations may appear on the plans.

## PREVAILING SPECIFICATIONS

- a. While such data will have been collected with reasonable care, there is no expressed or implied guarantee that conditions so indicated are entirely representative of those actually existing, or that unanticipated developments may not occur.
3. These investigations will have been made only for use by the Engineer in the preparation of the design.
  - a. Actual subsoil or other conditions may be found to exist during the progress of construction.
  - b. The bidders shall make his or her own determination as to existing conditions, materials to be excavated, soil through which piles may be driven, and all other contingencies including those found underground.

### 102.06 PREPARATION OF BID

1. The Bidder shall submit their bid on the forms furnished by the Board of Public Works.
2. Each bid shall consist of the following:
  - a. City of South Bend Contractor's Bid for Public Work Form, completely filled in and showing the gross amount of the bid.
3. Itemized proposal completely filled in, showing the bidders price for each unit of work and the gross amount of the bid.
  - a. The itemized proposal shall be stapled to the Bid Form, for submission to the Board of Public Works.
  - b. The bidder is cautioned to check all multiplication of unit prices and the addition of extension since the award will be based on the corrected Gross Amount of Bid.
4. Bid Surety. (See Section 102.02)
5. City of South Bend Contractor's Bid for Public Work Form, Part II (See Section 102.03)
6. Current EEO requirements.
7. See section 103.01 for requirements on consideration of bid. Take special note of the fifty percent (50%) self-perform requirements.
8. The Bidder is cautioned to add no qualifying statements of offers of extra work of materials to their Proposal unless specifically requested to do so in the Special Provisions.
  - a. Violations of this requirement can be cause for rejection of their Bid.

### 102.07 DELIVERY OF BID

1. Each bid shall be submitted in a sealed envelope on which is written "Sealed Bid for (Name of Project)" and shall bear the name and address of the Bidder.
  - a. Bids shall be addressed to the Clerk, Board of Public Works, City of South Bend, 13th floor County City Building, South Bend, Indiana 46601.
2. All bids shall be received by the Clerk of the Board of Public Works by the specified time in the "Notice to Bidders".

## **PREVAILING SPECIFICATIONS**

3. Bids received by the Clerk after designated time may be returned to the bidder unopened.

### **102.08 PUBLIC OPENINGS OF BID**

1. Bids will be opened and read publicly at the date and time specified on the "Notice to Bidders".
2. The Board of Public Works reserves the right to waive non-substantive irregularities in the bids received.

## **SECTION 103 - AWARD AND EXECUTION OF CONTRACT**

Section 103 of the State Specification is to be deleted in its entirety and the following updated section 103 shall apply:

### **103.01 CONSIDERATION OF BID**

1. After the bids are opened and read publicly, they will be evaluated to determine the lowest responsive and responsible bidder.
2. On bids requiring unit prices, the unit bid will prevail over the extension in the event of a discrepancy.
3. The Board of Public Works reserves the right to reject all bids, if in the judgment of the Board it is in the best interests of the City to do so.
4. Each Contractor shall have experience in the type of project that is bid. This requirement shall be evaluated by the Board of Public Works, or their duly authorized representative, based on their experience questionnaire.
5. The Bidding contractor shall self-perform at least fifty percent (50%) of the work as determined by a cost comparison of the bid items to be performed by the bidder to the gross amount of the entire bid.
  - a. The Board reserves the right to award a contract to a bidder not performing fifty percent (50%) of the work under special circumstances as determined solely by the Board of Public Works.

### **103.02 AWARD OF CONTRACT**

1. The award will be made within sixty (60) calendar days after the bid opening unless statute provides otherwise.
2. However, the award may be delayed as agreed upon by mutual consent of the Board of Public Works and the bidder.

### **103.03 EXECUTION AND APPROVAL OF CONTRACT**

The successful bidder shall execute the contract form furnished by the Board of Public Works.

### **103.04 PAYMENT, PERFORMANCE, AND MAINTENANCE BOND**

1. The Contractor shall execute within ten (10) working days of award, a payment bond to the Board of Public Works, approved by and for the benefit of the City, in an amount equal to the contract price.

## PREVAILING SPECIFICATIONS

- a. The payment bond is binding on the contractor, the subcontractor(s), and their successors and assigns for the payment of all indebtedness to a person for labor and service performed, material furnished, or services rendered.
  - b. The payment bond must state that it is for the benefit of the subcontractors, laborers, material suppliers, and those performing services.
2. The payment bond shall be deposited with the Board. The payment bond must specify that:
- a. Modification, omission, or addition to the terms and conditions of the public work contract, plans, specifications, drawings, or profile;
  - b. A defect in the public work contract; or
  - c. A defect in the proceedings preliminary to the letting and awarding of the public work contract; does not discharge the surety.
    - i. The surety of the payment bond may not be released until one (1) year after the Board's final settlement with the contractor.
3. The contractor shall also furnish within ten (10) working days of award a performance bond in a penal sum of at least 125% of the amount of the contract.
4. The contractor shall also submit a three (3) year maintenance bond in the sum of ten percent (10%) of the final amount of the contract and a waiver of lien after the project is complete.

### **103.05 INSURANCE REQUIREMENTS**

1. All Contractors and subcontractors doing business with the City of South Bend shall present a Certificate of Insurance showing coverage in the following minimum amounts:
  - a. General Liability: Premises-Completed Operations or Products and Bodily Injury Combined Single Limit-\$5,000,000 or \$750,000 per person. Property Damage Combined Single Limit-\$6,000,000 or \$1,000,000 per occurrence.
  - b. There shall be no exclusion for explosion, collapse, or underground hazard.
  - c. Workmen's Compensation: Statutory State of Indiana Employer's Liability - \$100,000.
  - d. Auto Liability: Bodily Injury and Property Damage Combined Single limit - \$1,000,000.
  - e. The City of South Bend shall be named as additional insured on the Certificate.

### **SECTION 105 - CONTROL OF WORK**

The following sections shall be modified or added as indicated:

Section 105.08 (a) of the State Specification shall be deleted in its entirety.

Section 105.16 (c) of the State Specification shall be deleted in its entirety. The following should be added after the remaining items in Section 105.16.



**ADD THE FOLLOWING**

**105.17 APPROVAL OF PLANS**

1. Whenever new construction affects public right-of-way for grades, drainage, or traffic control the plans must be approved by the Engineer prior to start of work, and issuance of excavation or curb cut permit if required.
2. Prior to the start of the design for any facility listed in Item No. 1 above, the Architect, Engineer, or Owner should contact the Department of Public Works for information.

**SECTION 106 - CONTROL OF MATERIAL**

The following shall be added to Section 106 of the State Specification:

**106.12 COARSE AGGREGATE**

1. Unless specifically allowed in the Special Provision gravel will not be used as a coarse aggregate in any finished asphaltic or cement concrete surface exposed to the weather.

**106.13 MATERIAL CERTIFICATIONS**

1. All material that is to be used in any construction and which has not been approved by the Engineer in writing, will be given approval after certified reports as to the material's composition and compliance with these Prevailing Specifications have been supplied to the Engineer.
2. These certifications will be required prior to incorporation of any manufactured product into the Project.
3. Aggregate shall be tested and approved by the Engineer prior to its incorporation into base, subbase, asphalt, cement concrete, or shoulder work.

**SECTION 109 - MEASUREMENT AND PAYMENT**

Section 109.08 of the State Specification shall be deleted in its entirety and substituted with the following:

**109.08 FINAL PAYMENT**

1. When the Contractor has completed the work in accordance with the terms of the Contract and the statutory requirements of IC 36-1-12, et seq., the Construction Manager, or duly authorized representative, will prepare a final estimate for the work done, one copy of the Completion Affidavit, one copy of the waiver of lien, and the necessary payment claims and deliver them to the Contractor for final payment.
2. Upon execution of the affidavit and claim forms and delivery of same to the Construction Manager by the Contractor, the Construction Manager will present them to the Board of Public Works for final payment.
3. One copy of the affidavit will be returned to the Contractor.

**SECTION 300 - AGGREGATE PAVEMENT AND BASES**

Add the following to Section 302.02 and 302.03 of the State Specifications.

**302.02 MATERIALS**

1. The natural soil in place may qualify as SUBBASE when the following conditions are met:
  - a. Borings - A soil boring at intervals not to exceed 200 lf. (lineal feet) is taken within the limits of construction. The boring shall extend three (3) feet below the natural ground.
  - b. Gradation - The soil sample shall be screened for compliance with one of the gradations tabulated in 903.04. For the determination of the material passing the Size No. 200 sieve, the sample shall be thoroughly washed, and the amount of Loss through Decantation shall be determined. The final gradation of the materials shall comply with the requirements as set forth in 903.04 (b).
  - c. Analysis - The analysis of the existing material shall be submitted to the Engineer with the signature and seal of a Registered Professional Engineer. The final determination for use of the material as SUBBASE shall be made by the Engineer.

**303.03 PREPARATION OF SUBGRADE**

1. If the soil on site meets the standards for subbase as set forth by 302.02, the requirements of INDOT Section 207 shall still apply. Chemical soil modification will not be permitted or allowed without a dense-graded aggregate subbase.

**SECTION 402 - HOT MIX ASPHALT (HMA) PAVEMENT**

Section 402 shall be revised with the following additions:

1. Prevailing Specifications:
  - a. 2018, INDOT, Standard Specifications Sections 401, and 406
2. Additions:
  - a. The Contractor shall submit a job mix formula for approval five (5) working days prior to any mix placed.
    - i. The Contractor will not be allowed to proceed with the placement of asphalt without an approved job mix formula.
    - ii. The Contractor shall notify the City forty-eight (48) hours prior to placing any asphalt.
    - iii. Mix placed without notification will be subject to no payment to the Contractor.
  - b. The Contractor shall hire an outside-approved independent laboratory to perform testing.
    - i. Test results shall be given to the city representative within forty-eight (48) hours.
    - ii. A city representative shall be present and designate a random location for all samples.
    - iii. A representative from the testing lab will be present during sampling and shall take immediate possession of sample(s).

## PREVAILING SPECIFICATIONS

- iv. The representative from the testing lab will be required to sign the City's chain of custody form prior to leaving the site with the samples.
- c. One (1) plate sample for each different type of mix shall be taken each day that fifty (50.00) tons are placed.
  - i. If more than 500.00 tons per day are placed, then one (1) additional sample for each 500.00 tons will be required for each different type of mix.
- d. There shall be a minimum of two (2) field density tests for each mix design and each lift.
  - i. An outside approved independent laboratory shall perform density testing.
  - ii. The target density shall not be less than ninety-six percent (96%) of the optimum unit weight of the mixture at the optimum binder content, as determined during the preparation of the mix design.
  - iii. The determination of optimum density shall be the average of five (5) tests taken at random locations.
  - iv. When the width of the pavement does not allow tests to be taken transversely, the five (5) tests shall be taken longitudinally.
  - v. The average of the density tests should not be less than ninety-five percent (95%) of the average density of six (6) laboratory prepared specimens.
- e. If test results for the mixture properties and density do not meet allowable tolerances, adjustment points shall be assessed in accordance with Section 401.19 of the 2018 INDOT Standard Specifications.
- f. The Contractor shall perform smoothness tests for all base, intermediate, and surface pavements in accordance with 2018 INDOT Standard Specification Section 401.19.
  - i. The test shall be done in the presence of a city representative. The Contractor shall straight edge each course prior to the placement of the next course.
  - ii. Adjustment in payment factors for smoothness shall be assessed in accordance with Section 401.19 of the 2018 INDOT Standard Specifications.
- g. Damages will be assessed if the Contractor varies from the above specification.
- h. No recycled asphalt pavement (RAP) or Native gravel for coarse aggregate will be allowed in the HMA surface mixture.
- i. The binder in the HMA surface mix shall be PG 70-22.

### **SECTION 500 - CONCRETE PAVEMENT**

#### **502.02 MATERIALS**

- 1. Change the following:
  - a. Coarse Aggregate shall only be Class AP, Size No. 5 unless otherwise specified.
  - b. No payment shall be made for Concrete Pavement that deviates from this Course Aggregate Requirement.

### **SECTION 807 – HIGHWAY ILLUMINATION**

Add Section 807.20 to the State Specifications.

**807.20 CITY OF SOUTH BEND, IN SPECIFICATIONS**

1. Drawings:
  - a. Prior to the installation of street lights in a development, the developer must submit three (3) sets of plans for review and approval
    - i. These plans must meet minimum design standards as described in the standards set forth herein and the standards set forth below.
2. As-Built Drawings & Catalog Cuts
  - a. Upon completion and prior to acceptance of the street light system, the developer must submit three (3) sets of as-built drawings of the street light system, along with three (3) sets of catalog cuts on all material used in the installation of the lighting system to the City of South Bend Engineering Department.
3. Minimum Design Standards:

The following are for lights owned by the City of South Bend located within the City Right-of-Way.

- a. Points of Service:

Indiana Michigan (I&M) Power shall specify all points of service for the street lighting system.
- b. The following are minimum design standards for street lights installed within the City of South Bend:
  - i. Woodpole-overhead wiring (Provided by I&M Power)
    - (a.) Maximum spacing -200.00 feet.
    - (b.) Either staggered or one side
    - (c.) Wire -#4 duplex, aluminum
    - (d.) Connection Wire -#12 alum (black and white) 600V
    - (e.) Fixture-GE Cobra Head 200W HPS 120.00 Volt M-400 Series
    - (f.) Arm – a six (6.00) foot arm by two (2.00) feet with a two (2.00) foot rise (aluminum)
    - (g.) Photo control relay service -30.00 or 60.00 AMP normally open
  - ii. Fiberglass Pole -Underground wiring (Provided by I&M Power)
    - (a.) Pole-Fiberglass seventeen (17.00) foot overall height, fourteen (14.00) feet aboveground
    - (b.) MFG -Shakespeare
    - (c.) Engineered Fiberglass Products, Inc., or equal
    - (d.) Maximum spacing- fifty (50.00) feet, staggered
    - (e.) Color-Black
    - (f.) Fixture -GE TC-100 100W HPS, 120V or
    - (g.) ITT American Revolution 100W HPS, 120V
    - (h.) Wire -#4 alum direct bury
    - (i.) Pole wire -#12 alum., 600V (black + white) THHN
    - (j.) Photo control relay service -30.00 or 60.00 AMP normally open
  - iii. Aluminum pole -underground wiring (Provided by I&M Power)

## PREVAILING SPECIFICATIONS

- (a.) Pole- thirty-five (35.00) foot aluminum direct bury with six (6.00) foot arm
- (b.) Fixture -GE Cobra head 200 W. HPS, I 20V -M-400 Series
- (c.) Max. spacing -200.00 feet staggered or one side
- (d.) Wire -#4 alum direct bury
- (e.) Pole wire -#12 alum, 600V (black & white) THHN
- (f.) Photo control relay services-30.00 or 60.00 AMP nominally open
- (g.) No variance from these standards will be permitted without written approval by the City Engineer.

#### 4. Spare Parts Package:

- a. If lights and poles are to be owned by the City, the Developer must furnish one (1) spare pole and one (1) luminaire for every eight (8) lights, or less, to be installed.

### **SECTION 910 – METAL MATERIALS**

Add the following to Section 910.14a to the State Specifications.

#### **910.14(a) FLANGED CHANNEL POSTS**

- 1. ADD Street Name Posts
  - a. Two pounds (2.00 lbs.) per foot, ten (10.00) foot minimum length
- 2. ADD Traffic Control Posts
  - a. Two pounds (2.00 lbs.) per foot, twelve (12.00) foot minimum length
- 3. ADD Delineator Posts
  - a. Three pounds (3.00 lbs.) per foot, seven (7.00) foot minimum length

### **SECTION 919.01 - TRAFFIC SIGNS**

Add the following to the State Specification.

- 1. ADD All Street signs shall be metal.
  - a. No plywood signs shall be allowed.
- 2. ADD All Signs shall also conform to the IMUTCD, most recent version.

### **SECTION 2090 - AS-BUILT REQUIREMENTS**

#### **1. ALL AS-BUILTS SHALL MEET THE FOLLOWING REQUIREMENTS**

- a. Deviations from the original construction drawings shall be shown in the same general detail utilized in the original drawings.
- b. For Public Works, a copy of the plans shall be continuously updated (hand marked) on-site as construction proceeds and be made available for inspection by the City of South Bend Board of Public Works or their authorized representative.
- c. If any significant changes, as deemed so by the City of South Bend or its authorized representative, are made to the plans during construction, the as-built drawings shall be re-drafted to reflect the change(s).
- d. Only computer-generated corrections will be accepted on the final sets (electronic and hard-copy) of as-built drawings. No handwritten strike-outs or corrections will be accepted.

## PREVAILING SPECIFICATIONS

- e. The final set of as-built drawings shall be clearly stamped "AS-BUILT" and dated with the date of production. They shall also be stamped and certified by a professional engineer or professional land surveyor.
- f. The City reserves the right to utilize some or all of the retainage held for a public project, or a portion of the posted surety, to complete as-built drawings if they are not submitted within twenty-one (21) calendar days of the substantial completion date of a project.
- g. No retainage will be released, or full surety will not be released, until the as-built drawings are approved. Final Acceptance, as provided in 105.15(b) of the State Specification, will not occur until Record Drawings are accepted and completed.
- h. Electronic as-built requirements shall be submitted as a PDF.

### **SECTION 2100 - EXCAVATION AND TRENCH SAFETY**

Contractors shall adhere to all OSHA requirements including, but not limited to, the requirements for Excavation and Trench Safety. These requirements are noted in the OSHA regulations (CFR 1926) for the construction industry.

Compliance is mandatory to ensure employee protection when working in or around excavations.

The programs in this section on confined space, hazard communication, lock-out/tag-out, respiratory protection, and any other safety programs or procedures deemed essential for employee protection, are to be used in conjunction with this program.

This program pertains to all City of South Bend projects that require any excavations or trenches. Please direct any questions to the Safety and Risk Department (574) 245-6400.