

Capital Works Policy

1.0 Policy Statement

The City of Mount Pearl is committed to the efficient and effective delivery of essential services to residents while expanding and maintaining the City's infrastructure to ensure the long term life-cycle of City assets. The City of Mount Pearl will implement the Capital Works Policy to establish guidelines for service disruption during construction.

2.0 Background

The Department of Infrastructure and Public Works is responsible for managing the delivery of capital infrastructure projects to ensure provisions of consistent, quality, fit-for-purpose and sustainable facilities that support the delivery of service to City of Mount Pearl residents.

3.0 Purpose

The purpose of this policy is to establish a consistent and cohesive delivery service approach for the Department of Infrastructure and Public Works during capital works, maintenance, and construction. The purpose of this policy is to outline the roles and responsibilities to be followed.

4.0 Scope

This policy applies to employees of the Department of Infrastructure and Public Works during construction capital works.

5.0 Construction Projects

During City construction projects, Engineering Services will oversee the implementation of the following guidelines:

- (i) At the beginning of the construction, a contact list shall be established outlining the contact information for: contractors, consultants, and the Manager of Engineering.
- (ii) The list will be provided to the administration employees, and afterhours service provider.
- (iii) The contact list will be monitored and updated to ensure contact information is up to date.
- (iv) There will be a 24-hour notice provided to the public, affected residents and businesses for disruptions on water mains, sewer, traffic, and traffic signals.

6.0 Water Service Disruptions

Water services disruptions during construction will be scheduled whenever possible, although sometimes these might be unexpected due to accidental breakage during construction. The following procedure will be implemented during scheduled and unscheduled disruption of water services due to construction:

Note: Residents impacted by extended water outages are required to submit requests for bottled water, in writing, for Council's consideration. Should approval to provide water be granted, large containers will be made available when possible.

A. Scheduled Outages:

- (i) The Utility Maintenance Team (UTM) will coordinate to determine construction schedule, extent of impact to affected areas and outline action plan. This information will be communicated to the Director of Infrastructure and Public Works.
- (ii) The Director of Infrastructure and Public Works will provide a notification draft to the CAO and the Manager of Communications, Marketing and Economic Development.
- (iii) The Engineering Division will be responsible for making sure that the public notice reaches the impacted residents and or businesses.
- (iv) Construction work progress will be monitored, and the Director of Infrastructure and Public Work will be notified of any changes.
- (v) For longer anticipated water shutoff, notice will be provided to the Director of IPW who will in turn notify the CAO and Manager of Communications, Marketing and Economic Development for appropriate notice to residents.

B. Unscheduled Water Disruptions:

- (i) The Manager of Engineering will notify the situation to UTM and the IPW Director as soon as possible.
- (ii) The IPW Director will notify the situation to the CAO, City Clerk, Executive Assistants, Directors, Manager of Communications, Marketing and Economic Development.
- (iii) The Engineering Division will visit the affected sites, impacted residential and business areas to assess and determine approximate duration for repair.
- (iv) The Manager of Engineering will prepare draft notification and coordinate with the Manager of Communications, Marketing and Economic Development.
- (v) The Manager of Engineering will be responsible for making sure that the public notice reaches the impacted residents and or businesses.
- (vi) Construction work progress will be monitored constantly for any changes. If there are any further changes, the Manager of Engineering will notify the IPW Director and will

ensure appropriate notice through the Department of Communications, Marketing and Economic Development.

C. After Hours Unscheduled Outages

- (i) Once the City is aware of the disruption internal notification will be issued to the afterhours telephone service provider, Directors, CAO and employees.
- (ii) After hours relevant parties will be notified and contacted by the Engineering Manager.

7.0 Responsibilities

A. Public Works Superintendent

- Oversees and coordinates with UTM and Engineering Services to determine construction schedule and potential service disruptions.

B. Manager of Engineering

- Oversees project construction and coordinates with UTM to determine construction schedule, and if applicable extent of impact to affected areas and proposed action plan.
- Coordinates with project manager, contractors and consultant to provide a contact list to afterhours service provider.
- Provides updates on construction status to Director of Infrastructure and Public Works.

C. Director of Infrastructure and Public Works

- Oversees the construction operations and provides action plans and recommendations.
- Provides updates to CAO, Manager of Communications, Marketing and Economic Development on construction status.

8.0 Approvals

M. Lewis

Mona Lewis, City Clerk

Dec 19-19

Date