

DEPARTMENT OF PUBLIC WORKS

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Kevin C. King, P.E., Director

MEMORANDUM

TO: Campbell County Districts

FROM: Kevin C. King, P.E., Director *KIC*

DATE: July 28, 2015

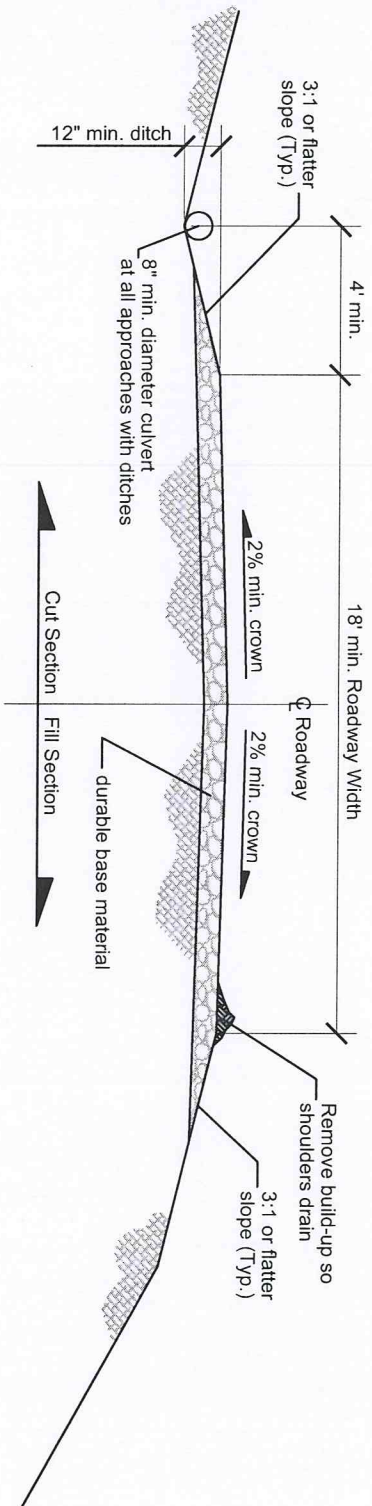
SUBJECT: Cost Estimates/Quotes and Drainage Standards

Below you will find two new requirements for District Support Grants:

1. At the July 21, 2015 County Commission meeting, the Board stated that they would like to see more than one quote for products and services on District Support Grant applications. Campbell County's Purchasing Policy Manual requires three written quotes from vendors for purchases of materials and/or services over the amount of \$1500, with written documentation explaining why not if you did not receive three. Additionally, for all Public Works improvements over \$25,000, County policy requires the project be bid. With that said, on all future District Support Grant applications, please provide a minimum of two quotes for any products or services you are pursuing. If you have any questions on your District purchasing policies and/or legal requirements, I suggest you contact your attorney.
2. In order to provide more uniformity and clarity for the 50% roadway drainage-related grants, we have developed a minimum roadway standard for drainage grants and subsequent grants for gravel. When you go out to get your two quotes for a drainage project, the standard should be given to the contractors so their quote accurately reflects the scope of work required. The general procedure for a drainage related grant is as follows:
 - a. Contact Public Works for an initial inspection of the roadway(s) you wish to upgrade
 - b. Get a minimum of two quotes for the drainage/gravel work, making sure the contractors receive a copy of Campbell County's minimum standard
 - c. Submit your District Support Grant for consideration. You are allowed to combine the drainage project and gravel project into one application. Please contact our office for advice on how to split out the drainage and gravel percentages for the grant
 - d. Contact our office at least 48 hours prior to the contractor beginning construction on your roads
 - e. After drainage work is complete, and prior to the application of gravel, contact our office for an inspection. Our engineering inspectors will verify that the minimum standards have been met.

If you have any questions, please contact our office at your convenience.

Attachments: Rural Local Roadway – Minimum Standards for DSG Gravel



Rural Local Roadway Minimum Standards for DSG Gravel

(Applies to subdivision roads prior to 2006 or roads in statutory exempt developments)

Notes:

1. In order to qualify for a County District Support Grant for gravel surfacing, the roads must meet these minimum standards
2. Minimum standards apply to subdivision roads in existence prior to 2006 and to roads in statutory exempt (large acreage) areas.
For subdivision roads constructed after 2006, standards for Rural Local Roads per the County Road Manual apply as minimums.
3. Culverts at all approaches with ditch sections must be at least 8" diameter. Use 12" minimum diameter if ditches allow.
4. Ditches must be at least 12" deep and 4 feet out from edge of surfacing
5. All shoulders must drain. Build up of material on shoulder edge must be removed and shoulder graded to drain
6. Roadway must have a 2% minimum crown to allow drainage to ditches
7. Roadway surfacing should be at least 18 feet wide
8. Slopes from edge of surfacing to ditch or fill should be 3:1 or flatter for safety
9. Public Works Director reserves the right to modify or waive any minimum requirements