*Revised: 04/02/2025*

**CITY OF BILOXI**

**TESTING AND SUBMITTAL**

**REQUIREMENTS**

**TESTING AND SUBMITTAL REQUIREMENTS –** The CONTRACTOR shall perform all material acceptance sampling and testing for this project. All costs associated with material sampling and testing, material sample submittals and shop drawing submittals are considered incidental and are to be absorbed in the overall contract price.

The OWNER or his authorized representative reserves the right to request additional testing or submittals, which may or may not be listed below and it will be the responsibility of the CONTRACTOR to provide such testing and/or submittal data.

Material sampling and testing shall be performed in accordance with the 2017 Edition of the *Mississippi Standard Specifications for Road and Bridge Construction* and the associated projects special provisions and by Mississippi Department of Transportation approved testing laboratories. Material sampling and field testing shall be observed by the Owner or his authorized representative.

Test results shall be recorded in a format suitable for formal project documentation.

Any required material samples and/or test results shall be forwarded to the Owner or his authorized representative for approval prior to beginning construction of elements of the work where the materials will be incorporated. U. S. - made materials are required.

The following testing and submittal documents are required for each project.

**TESTING**

The name of the testing laboratory to be used by the Contractor shall be submitted to the OWNER at the Preconstruction Conference.

All testing results shall be submitted to the City Engineer or his authorized representative. Approval will not be granted for a material until all test results for the material are received from the Contractor and reviewed and approved by the City Engineer or his authorized representative.

**SUBMITTAL AND SHOP DRAWINGS**

General - One (1) copy of shop drawings or submittals shall be delivered to the City Engineer or his authorized representative for review and approval. Approval for use of a particular item will not be granted for the item until all submittals and/or shop drawings have been received, reviewed and approved by the Design Engineer, and/or by the City Engineer or his authorized representative.

Asphalt - Mix Design

Concrete - Mix Design, Curing Compound, Expansion Material

Steel - Reinforcing Steel, Miscellaneous Steel, Tie Wire, Reinforcing Steel Chairs

Drainage - Pipe, Rubber Gaskets, Castings, Gratings, Epoxy Coatings, Steps, Filtration Fabric, Precast Boxes, Riser Rings, Non-shrink Grout

Sewer - Pipe, Fittings, Mechanical Joints, Couplings, Adapters, Gaskets, Non-shrink Grout, Precast Manholes, Castings, Epoxy Coatings, Steps, Riser Rings, Filtration Fabric

Pump Stations - Pumps, Valves, Fittings, Piping, Hatches, Control Panel(s), SCADA System(s), Backup Electric Generators, etc.

Water - Pipe, Fittings, Mechanical Joints, Couplings, Adapters, Fire Hydrants, Grease, Valves, Valve Boxes, Adjustment Risers, Corporation Stops, Curb Stops, Service Tubing, Water Meters, Meter Boxes, Reducers, Plastic Inserts, Bolts, Nuts, Retainer Glands, Filtration Fabric, “Not in Service” Bags and ties, etc.

Utility - Water and Sewer Curb Stamping Tools, Locator Wire, Marking Tape, Splicing Kits, etc.

Fencing - Fence Posts, Post Caps, Fencing Fabric, Horizontal Members, Fence Boards, Gates, Concrete, Hardware, Attaching Mechanisms, etc.

Misc. - Traffic Control Plan, Jack and Bore or Directional Bore Plans, Miscellaneous Metal or Wood forming or shoring and any other item(s) necessary for the execution of work.

**LOCATE EXISTING UNDERGROUND UTILITIES -** The Mississippi One Call Center **Confirmation Number** shall be submitted prior to the commencement of any work on the project.

**PROGRESS SCHEDULE –** The Progress Schedule shall be delivered to the OWNER or his authorized representative three (3) working days **prior** to the Notice to Proceed. Any revisions to the progress schedule shall be submitted to the OWNER or his authorized representative for approval. See Section 907-108 for further information regarding the progress schedule.

## PAY REQUEST SUBMITTALS – Periodically the CONTRACTOR shall submit a request for payment for portions of the work that have been completed and approved by the City Engineer or his authorized representative. Applications for Payment shall be submitted on a monthly basis, with the period of performance from the first day of the month through the last day of the month. The pay request shall include:

## A list of all pay items (including any items added by approved change orders).

## The contract unit price bid for each item.

## The total units completed to date, the total units previously paid, and the total units for the current pay period.

## The total extension (unit price times quantity) for each pay item completed to date and current pay period.

## The cover sheet shall contain the project name, number, contractor’s name, name of the responsible person, dates for which the pay request covers, and total dollar amounts (sum of all pay items) for: total to date, previously paid, and total current. The percent complete shall be provided in terms of elapsed time and also in terms of cumulative dollars requested to date for pay item work vs. the total project cost, exclusive of mobilization.

## One (1) fully executed copies of the Application and Certificate for Payment and Continuation Sheet forms. Pay Applications may be emailed to engineering@biloxi.ms.us.

## One (1) copy of the Contractor’s Affidavit of Payment of Debts and Claims.

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One (1) copy of the Contractor’s Affidavit of Final Payment of Debts and Claims (as applicable for Final Payment).

## One (1) copy of the Consent of Surety to Final Payment (as applicable for Final Payment).

## One (1) current insurance certificate.

## One (1) copy of letter indicating whether or not a time extension is being requested.

1. One (1) copy of the Stormwater Erosion & Sediment Control Inspection Form(s) for the pay request period.

Copies of these forms required above are included at the end of this section along with an Application and Payment Checklist.

## An updated progress schedule and a set of “red-lined” drawings (if required) shall be delivered to the OWNER with each pay request. The “red-lined” drawings shall show any field changes including changes to the approved stormwater pollution prevention plan (SWPPP) that have occurred up to that point. If no field changes have occurred, red-lined drawings may be omitted from the estimate documentation, but a declaration statement noting that no field changes occurring during this pay period shall accompany the estimate. Failure to submit an up to date progress schedule and “red-lined” drawings (if required) will delay processing of pay estimates in a timely manner.

**FINAL RECORD DRAWINGS -** Record Drawings (digital and hard copy) shall be delivered to the OWNER or his authorized representative within four weeks from the date of the final inspection and prior to the release of the final payment as noted in Section 105.

**PROJECT VIDEO RECORD -** Pre-construction and post-construction videos shall be provided by the Contractor. The Contractor shall furnish all labor, materials and equipment necessary to perform a color audio-video recording of the entire length of the project and all properties immediately adjacent to all work areas. This work shall be performed prior to any construction or mobilization and at the end of the project after final restoration has been completed. The Contractor shall deliver one (1) copy each of the completed pre-construction and post-construction video(s) to the OWNER or his authorized representative. The pre-construction video shall be provided prior to the start of any construction and after all utilities have been located and marked. The post-construction video shall be provided after final restoration and is required prior to final payment. All labor and materials necessary to make the video shall be at the Contractor’s expense.

The Owner or his authorized representative reserves the right to reject the video because of poor quality, unintelligible audio or uncontrolled pan or zoom. In the event the video does not provide adequate coverage of the project/work area or does not comply with these specifications, the Contractor will be required to resurvey the area and resubmit a new video. Any video rejected by the Owner shall be re-videoed at no additional cost to the Owner.

Prior to the start of construction or mobilization of equipment or materials, the Contractor shall perform an audio-video survey of the project area which will be excavated or which has the potential to be disturbed by the Contractor’s operations. The post-construction audio-video survey shall cover the same area as the pre-construction video and include any additional areas that were disturbed during construction.

The Contractor shall be responsible for the timely execution, delivery and quality of the pre-construction and post-construction videos.

A cumulative index that correlates the various segments of video coverage to the corresponding video shall be provided to the Owner or his authorized representative. The index shall identify each segment in the video by location, station, video counter number, viewing side, starting point, direction of travel and end point. Written documentation shall coincide with the information on the video to allow for easy retrieval at a later date.

The video portion of the recording shall produce bright, sharp, clear pictures with accurate colors and shall be free from distortion. The audio portion of the recording shall provide precise explanatory notes with proper volume and clarity and shall be free from distortion.

To eliminate the possibility of tampering or editing, the video shall display continuous digital information which includes the following:

1) Date and time of the recording; date information shall contain the month, day and year; time information shall contain hours, minutes and seconds, separated by colons.

Digital information shall appear at the bottom of the viewing screen and in no way interfere with the video portion of the recording.

At the start of each video recording segment, an identification summary shall be read into the record. The identification summary shall include the following:

1) Video Number

2) Contract Name

3) Contractor’s Name

4) Date and Time

5) Weather

6) Manhole numbers (if applicable)

7) General location and name of street

8) Direction of travel and viewing direction

The recording shall include coverage of all surface and site features located in areas that will be impacted by the Work. The surface features shall include but are not limited to, roadways, driveways, sidewalks, pavers, curbs, culverts, headwalls, retaining walls, buildings, utilities, lawns, landscaping, trees, shrubbery, fences, mailboxes and signs. The area of coverage shall extend a minimum of 25 feet beyond the proposed work area (right-of-way, easement, street, etc.) and shall include all unpaved areas and any access routes where vehicles or equipment will pass.

Video recording may be required outside of the project area/limits in order to properly establish and identify those features deemed necessary by the Owner or his authorized representative.

The video recording coverage shall document the existing condition of the surface and other features located within the area and shall be supported by an appropriate audio description. The audio description shall be made simultaneous with the video coverage.

Houses and buildings shall be identified visually and verbally by house number in such a manner that structures of the proposed system (i.e. manholes on a sewer system, etc.) can be located by reference.

If required, the Owner or his authorized representative shall be present during the pre and post-construction video survey. The Contractor shall coordinate with the Owner or his authorized representative prior to performing this work. All video recording shall be performed during regular business hours, unless otherwise approved by the Owner or his authorized representative. No video recording shall be performed if the weather is not acceptable, such as during periods of rain or fog.

**STORM DRAIN/SANITARY SEWER LINE VIDEO –** Once “lamping” and mandrel testing is complete all storm drain and sanitary sewer lines and services 42” and smaller (65” x 40” and smaller for arch storm drain) shall be videoed in accordance with the following.

1. Upon completion of “lamping” and mandrel test, the Contractor shall video all new sewer mains and sewer services on the project after a minimum of thirty (30) calendar days from installation.
2. Upon completion of “lamping”, the Contractor shall video all new round storm drain lines 42” and smaller and all new arch storm drain lines 65” x 40” and smaller installed on the project after a minimum of thirty (30) calendar days from installation.
3. The lines to be videoed shall be clean of all mud, silt, sand, and water so that the entire pipe (top to bottom) is visible.
4. The Contractor shall be responsible for plugging active lines, the proper disposal of waste from the lines to be videoed and any bypass pumping required to satisfactorily complete the storm drain and sanitary sewer line video(s). The Contractor shall identify and provide an approved waste disposal site in accordance with all federal, state and local agency requirements. The City of Biloxi can no longer accept this waste for disposal. Proper documentation, including a manifest detailing the disposal of waste removed from the lines shall be provided to the Owner along with copies of the videos. The video shall be color and videoed with a panoramic lens. The pipe segment being videoed, along with a length counter shall be imprinted on the video footage so that the information is on the video footage while viewing. Imprinted information shall be legible, but shall not interfere with the inspection footage.
5. The video camera shall stop at each joint and pan around the joint 360° so that the entire joint is visible.
6. The video camera shall stop at any suspected insufficient areas as directed by the City Engineer or his authorized representative.
7. The contractor shall notify the City Engineer or his authorized representative 24 hours in advance of video operations. The Contractor shall make arrangements for the City Engineer or his authorized representative to be present to witness the making of the video.
8. The Contractor shall give a copy of the video to the City Engineer or his authorized representative for review and approval of the new storm drain/sanitary sewer lines prior to the installation of the road subbase.
9. In the event that any imperfection(s) in any of the new storm drain or sanitary sewer lines is discovered during the review of the video, the Contractor shall correct the problem(s) immediately at his own expense. Once the Contractor believes the problem(s) have been corrected, the entire section(s) of pipe (i.e. manhole to manhole or drainage structure to drainage structure) containing the imperfection(s) shall be retesting following all the same requirements as imposed for the original testing. This procedure shall be repeated until the pipe segment(s) is approved for acceptance by the City Engineer or his authorized representative.
10. Making video(s) of storm drain and sanitary sewer lines and all associated work required to complete the video(s) shall not be measured for separate payment. The cost thereof shall be absorbed in the bid price per linear foot of new storm drain or sanitary sewer line.