



City of Albany

POST OFFICE BOX 447

Albany, Georgia

31702-0447

ENGINEERING DEPARTMENT

PHONE: (229) 883-6955
FAX: (229) 431-2875

PROCEDURE TO FOLLOW DOING WORK IN THE CITY OF ALBANY

1. Before job is started:

- a. The contractor is required to have a Georgia Utility License and County Business License.
- b. Give a minimum of 3 days written notification letter to:
Donnie Breeden
Engineering Inspection Supervisor
P.O. Box 447
Albany, Georgia 31702-0447
Fax: 431-2875
- c. Have a set of stamped plans by the City of Albany's Engineering Department on the job site at all times.
- d. Have cut sheets of the job that have been staked by a registered Land Surveyor or Engineer.
- e. Schedule a 1A card holder to be on the job site at all times.

2. After the job is started:

- a. During the entire job BMP's will be maintained.
- b. Any (changes) in the plans are to be approved by the Project Engineer (and) City Engineer before construction continues further.
- c. "Laying Pipe": The contractor shall use a pipe laser or batter boards for grade and alignment also a construction level and level rod to spot check the grade.
- d. The pipe shall be installed with the proper bedding material, locate wire and tape per City of Albany Standards.
- e. If the street is to be deeded to the City of Albany. Compaction tests will be made on (all) utility crossing in the roadway. A soil cement mix design and results of the compaction tests and core strength breakage will be given to the Engineering Inspection Department.
- f. Contractors are to let the Engineering Inspection Supervisor or the Engineering Inspector on the job, know that they plan to work on Saturday by no latter than the previous Thursday.
- g. If the contractor pulls off the job a 24 hour notice will be given by phone prior to work start-up.

