**Attachment A**



**Checklist for Trenchless Crossing Installations**

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| PROJECT NAME: |  |  | |
| CIP No: |  |  | |
| HRSD PM: |  | | 🕽 |
| ENGINEER: |  | | 🕽 |
| ENGINEER: |  | | 🕽 |
| INSPECTOR: |  | | 🕽 |
| Contractor: |  | | 🕽 |
| SUB-CONTRACTOR: |  | | 🕽 |
| OTHER: |  | | 🕽 |

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| **JACK AND BORE INFORMATION** | | |  |
| ITEM | Description | Information Provided (By Contractor) | Verified in Field |
| 1 | **Schedule of Trenchless Operations**  (Projected Start Date & End Date) |  |  |
| 2 | **Location of Trenchless Crossing**  (Intersection, Cross Street, Etc.) |  |  |
| 3 | **Length of Casing Pipe (ft.)** |  |  |
| 4 | **Casing Pipe Diameter (in.)** |  |  |
| 5 | **Carrier Pipe Diameter (in.)** |  |  |

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| **CONTRACTOR WORK PLAN** |  |
| (List step-by-step procedures with approximate dates/times) | |
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| **ContrACTOR’S ROADWAY SETTLEMENT CONTINGENCY PLAN** |  |
| (List actions to be taken if settlement is observed in roadway due to trenchless crossing operations) | |
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| **CONTRACTOR’S OPERATIONAL CONTINGENCY PLAN** |  |
| (List actions to be taken if a unexpected object is encountered which prevents casing pipe progression) | |
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| **CONTRACTOR’S EQUIPMENT CONTINGENCY PLAN** |  |
| (List actions to be taken if an unexpected mechanical failures are encountered) | |
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|  | | **exISTING utility coordination CHECKLIST (CHECK IF NOTIFIED)** | | |
| √ | EX. UTILITY (INSERT LOCALITY) | | Emergency Contact | Contact Number |
|  | \_\_\_\_\_\_\_\_\_\_ - Water | |  |  |
|  | \_\_\_\_\_\_\_\_\_\_- Sewer | |  |  |
|  | \_\_\_\_\_\_\_\_\_\_- Traffic | |  |  |
|  | \_\_\_\_\_\_\_\_\_\_- Stormwater | |  |  |
|  | Verizon | |  |  |
|  | Cox Communications | |  |  |
|  | Dominion Virginia Power | |  |  |
|  | Virginia Natural Gas | |  |  |
|  | Level 3 Communications | |  |  |
|  | Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |
|  | Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |
|  | Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |
|  | Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |

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| **SPECIAL CONDITIONS OR REQUIREMENTS** |  |
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| **PREPARATION CHECKLIST (PRIOR TO trenchless crossing OPERATIONS)** | | |
| √ | Checklist Item | Notes/Comments |
|  | Have proper maintenance of traffic been implemented suitable for this work? |  |
|  | Have proper shoring (well sheeted and braced) and dewatering methods been implemented as necessary to provide safe and adequate access? |  |
|  | Are there areas outside the excavation where the roadway and/or utilities have been undermined? |  |
|  | Are required gas detecting meters on site and operational for pit entry and welding operations? |  |
|  | Are all components of trenchless crossing equipment required to successfully complete the bore on site and/or readily available? |  |
|  | Are typical spare parts for the trenchless crossing equipment on site and/or readily available? |  |
|  | Has the Contractor familiarized himself with the available surface and subsurface data? |  |
|  | Has the Contractor, the Owner’s Representative, and Locality Representative surveyed the area to identify existing areas of settlement? |  |
|  | Has the Contractor, the Owner’s Representative, and Locality Representative surveyed the area to identify any existing cracking of pavement? |  |
|  | Has the contractor performed a subsurface survey utilizing Ground Penetrating Radar (GPR)? |  |
|  | Are specialized bits/augers readily available if hard/course materials are encountered? |  |
|  | Are specialized bits/augers readily available if extremely soft materials in encountered? |  |
|  | Has a surface settlement monitoring grid system been implemented as required? |  |
|  | Has any existing utilities been disturbed, offset, or relocated as a result of jack and bore pit excavation? |  |
|  | Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

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| **ACCEPTANCE CHECKLIST (AFTER JACK AND BORE OPERATIONS)** | | | |
| √ | Checklist Item | Notes/Comments |
|  | Has the Contractor backfilled the entry/receiving pits in accordance with the contract documents? |  |
|  | Has all site restoration been completed in accordance with the contract documents and considered acceptable to the Locality? |  |
|  | Did the surface settlement monitoring grid system indicate any surface settlement? |  |
|  | Has the Contractor, the Owner’s Representative, and Locality Representative surveyed the area to identify new areas of settlement? |  |
|  | Has the Contractor, the Owner’s Representative, and Locality Representative surveyed the area to identify any new cracking of pavement? |  |
|  | Has the contractor performed a subsurface survey utilizing Ground Penetrating Radar (GPR)? |  |
|  | Were record documents marked up to record any offsets or replacements of existing utilities? |  |
|  | Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

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| **SPECIAL CONDITIONS OR REQUIREMENTS** |  |
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