

**Cuyahoga County  
Department of Public Works  
Cuyahoga County Engineer's  
Sample General Notes**

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**Note to Designer:** In addition, the ODOT Location and Design (L&D) Manual, (Volume 3) General Notes most frequently used are: G101 Rounding, G102 Utilities, G104 Construction Noise, G108 Clearing and Grubbing, G 111 Item 204- Proof Rolling and G121 Item 204-Subgrade Compaction and Proof Rolling.

CUY-G01

**UTILITIES (07/07/2011)**

LISTED BELOW ARE ALL UTILITIES LOCATED WITHIN THE PROJECT CONSTRUCTION LIMITS TOGETHER WITH THEIR RESPECTIVE OWNERS:

CALL OHIO UTILITIES PROTECTION SERVICE  
TWO (2) WORKING DAYS BEFORE YOU DIG  
TOLL FREE NO. 1-800-362-2764  
(NON-MEMBERS MUST BE CALLED DIRECTLY)

CALL OHIO OIL & GAS PRODUCERS UNDERGROUND  
PROTECTION SERVICE (OGPUPS)  
TOLL FREE NO. 1-800-925-0988

**Designer Note:** CUY-G01 is the local version of L & D Manual Note G102A. Add listing of utility contacts specifically required for the project. An updated list of Countywide Utility Contacts is available on the Cuyahoga County Department of Public Works' web site. This listing serves as an example and does not necessarily represent an exhaustive or current list of the utilities that may be encountered on any given project. Add the appropriate ODOT L&D Manual Note (G102A1, G102A2, or G102A3).

CUY-G02

**CONTINGENCY QUANTITIES (06/19/2006)**

THE CONTRACTOR SHALL NOT ORDER MATERIALS OR PERFORM WORK FOR ITEMS DESIGNATED BY PLAN NOTE TO BE USED "AS DIRECTED BY THE ENGINEER" UNLESS AUTHORIZED BY THE ENGINEER. THE ACTUAL WORK LOCATIONS AND QUANTITIES USED FOR SUCH ITEMS SHALL BE INCORPORATED INTO THE FINAL SUBSIDIARY AGREEMENT GOVERNING COMPLETION OF THIS PROJECT.

**Designer Note:** Contingency quantities are those included in the plan to be used only as necessary depending on conditions found during construction. A contingency quantity should be used when no reasonable method of estimating the quantity is available to the designer. Typically, this quantity should not be more than 15% of the total contract quantity. The above note should be used whenever plan notes specify quantities to be used "as directed by the engineer".

CUY-G03

**ELEVATION DATUM (09/29/2008)**

ELEVATIONS SHOWN ARE BASED ON CLEVELAND REGIONAL GEODETIC SURVEY (CRGS) DATA. MONUMENTS ARE DESCRIBED ON THE PLANS.

**Designer Note:** CRGS is the local countywide data control system. For certain (select) projects it may be necessary/beneficial to use the State's datum/coordinate system per L&D Manual Note G105.

CUY-G04

**WORK LIMITS (08/28/2007)**

THE WORK LIMITS SHOWN ON THESE PLANS ARE FOR PHYSICAL CONSTRUCTION ONLY. THE INSTALLATION, AND OPERATION (INCLUDING ERECTION, MAINTENANCE AND REMOVAL) OF ALL WORK ZONE TRAFFIC CONTROL AND WORK ZONE TRAFFIC CONTROL DEVICES REQUIRED BY THESE PLANS, EXCEPT WHERE OTHERWISE NOTED, SHALL BE PROVIDED BY THE CONTRACTOR WHETHER INSIDE OR OUTSIDE THESE WORK LIMITS.

**Designer Note:** Use the above note on projects where temporary traffic control is required outside normal work limits. CUY-G04 is the County version of L&D Manual Note G106.

CUY-G05

**WORK LIMITS (08/28/2007)**

THE WORK LIMITS SHOWN ON THESE PLANS ARE FOR PHYSICAL CONSTRUCTION ONLY. IN ADDITION TO THE REQUIREMENTS OF SECTION 614.05, THE CONTRACTOR SHALL FURNISH, ERECT, MAINTAIN, AND SUBSEQUENTLY REMOVE ALL WORK ZONE TRAFFIC CONTROL AND WORK ZONE TRAFFIC CONTROL DEVICES, INCLUDING SUCH ADDITIONAL TRAFFIC CONTROL DEVICES LOCATED OUTSIDE THE LIMITS OF CONSTRUCTION AS ARE REQUIRED ON HIGHWAYS WHICH ARE USED AS DETOURS, INCLUDING THE "ROAD CLOSED" SIGNS UPON THE BARRICADES AT THE POINT WHERE THE HIGHWAY IS CLOSED TO THROUGH TRAFFIC.

**Designer Note:** Use the above note on projects where temporary traffic control devices are required for detours outside normal work limits.

CUY-G06

**EXISTING TYPICAL SECTIONS (01/04/1999)**

EXISTING TYPICAL SECTIONS HAVE BEEN DEVELOPED FROM SITE MEASUREMENTS, PAVEMENT CORES AND RECORD PLANS AND ARE BELIEVED TO REPRESENT THE WIDTH AND COMPOSITION OF THE EXISTING PAVEMENT, BUT THE COUNTY DOES NOT GUARANTEE THE ACCURACY OF SAME.

**Designer Note:** Edit note to appropriately designate the actual data source(s) for the project specific typical sections.

CUY-G07

**ITEM 619 - FIELD OFFICE, TYPE A, AS PER PLAN (10/31/2013)**

THE FIELD OFFICE SHALL, IN ADDITION TO THE ITEMS LISTED IN ITEM 619, BE FURNISHED WITH TWO CELLULAR TELEPHONES.

THE CONTRACTOR'S INSURANCE SHALL INCLUDE A RIDER FOR COVERAGE OVER ANY CUYAHOGA COUNTY PROPERTY INSIDE THE FIELD OFFICE WHICH MAY BECOME DAMAGED OR STOLEN.

THE FOLLOWING QUANTITY HAS BEEN PROVIDED IN THE GENERAL SUMMARY FOR THIS ITEM:

ITEM 619 - FIELD OFFICE, TYPE A, AS PER PLAN \_\_\_\_\_ MONTH

**Designer Note:** Typically provide a Type A Field Office when estimated project construction cost is less than \$500,000.00.

CUY-G08

**ITEM 619 - FIELD OFFICE, TYPE B, AS PER PLAN (10/31/2013)**

THE FIELD OFFICE SHALL, IN ADDITION TO THE ITEMS LISTED IN ITEM 619, BE FURNISHED WITH TWO CELLULAR TELEPHONES.

THE CONTRACTOR'S INSURANCE SHALL INCLUDE A RIDER FOR COVERAGE OVER ANY CUYAHOGA COUNTY PROPERTY INSIDE THE FIELD OFFICE WHICH MAY BECOME DAMAGED OR STOLEN.

THE FOLLOWING QUANTITY HAS BEEN PROVIDED IN THE GENERAL SUMMARY FOR THIS ITEM:

ITEM 619 - FIELD OFFICE, TYPE B, AS PER PLAN \_\_\_\_\_ MONTH

**Designer Note:** Typically provide a Type B Field Office when estimated project construction cost ranges from \$500,000.00 to \$5,000,000.00.

CUY-G09

**ITEM 619 - FIELD OFFICE, TYPE C, AS PER PLAN (10/31/2013)**

THE FIELD OFFICE SHALL, IN ADDITION TO THE ITEMS LISTED IN ITEM 619, BE FURNISHED WITH FOUR CELLULAR TELEPHONES.

THE CONTRACTOR'S INSURANCE SHALL INCLUDE A RIDER FOR COVERAGE OVER ANY CUYAHOGA COUNTY PROPERTY INSIDE THE FIELD OFFICE WHICH MAY BECOME DAMAGED OR STOLEN.

THE FOLLOWING QUANTITY HAS BEEN PROVIDED IN THE GENERAL SUMMARY FOR THIS ITEM:

ITEM 619 - FIELD OFFICE, TYPE C, AS PER PLAN \_\_\_\_\_ MONTH

**Designer Note:** Typically provide a Type C Field Office when the estimated project construction cost is more than \$5,000,000.00.

CUY-G10

**LOCAL LAWS, ORDINANCES AND REGULATIONS (10/31/2013)**

IN ACCORDANCE WITH SECTION 107.01 OF THE GENERAL PROVISIONS, THE CONTRACTOR SHALL STAY FULLY INFORMED OF ALL LOCAL LAWS, ORDINANCES, REGULATIONS, ORDERS AND DECREES THAT AFFECT THE WORK. IT IS THE CONTRACTOR'S RESPONSIBILITY TO OBSERVE AND COMPLY WITH ALL SUCH LAWS, ORDINANCES, REGULATIONS, ORDERS AND DECREES AT NO ADDITIONAL COST TO THE PROJECT/COUNTY.

**Designer Note:** Use this note on all projects sold through the County.

CUY-G11

**ADJUSTMENTS IN CONTRACT TIME (09/29/2003)**

TIME EXTENSIONS WILL ONLY BE CONSIDERED WHEN CONTROLLING ITEMS OF WORK ON THE APPROVED PROGRESS SCHEDULE ARE AFFECTED DUE TO NO FAULT OF THE CONTRACTOR.

WHEN ADDITIONAL WORK IS REQUIRED, TIME EXTENSIONS WILL ONLY BE GRANTED FOR CONTROLLING ITEMS ON THE PROGRESS SCHEDULE (SEE SECTION 108.06 OF THE CUYAHOGA COUNTY ENGINEER'S GENERAL PROVISIONS).

**Designer Note:** Use this note on all projects sold through the County.

CUY-G12

**PROJECT PROGRESS MEETINGS (09/29/2003)**

PROGRESS MEETINGS WILL BE HELD EVERY FOUR (4) WEEKS AT THE PROJECT OFFICE OR OTHER LOCATION DESIGNATED BY THE AREA CONSTRUCTION ENGINEER, AND WILL BE ATTENDED BY COUNTY AND CONTRACTOR DECISION-MAKING PERSONNEL.

THE PURPOSE OF THESE MEETINGS IS TO DISCUSS CRITICAL OPERATIONS AND POTENTIAL PROBLEMS. ALSO, THE CONTRACTOR WILL CONFIRM THE NUMBER AND DURATION OF WORK SHIFTS, NUMBER OF WORK CREWS, AND SPECIFIC PORTIONS OF THE WORK TO BE PERFORMED DURING THE FOLLOWING WEEKS.

THESE MEETINGS CAN ONLY BE WAIVED BY THE AREA CONSTRUCTION ENGINEER.

**Designer Note:** Use this note on all projects sold through the County. Meetings may be held every two (2) weeks on special projects.

CUY-G13

**DEFINITIONS AND TERMS (10/31/2013)**

WHEREVER THERE APPEARS, IN THE STANDARD SPECIFICATIONS (ODOT ITEMIZED CMS), SUPPLEMENTAL SPECIFICATIONS OR PROPOSAL NOTES, THE TERM "THE STATE", "DIRECTOR OF TRANSPORTATION", "DEPARTMENT", "DISTRICT CONSTRUCTION ENGINEER/DISTRICT CONSTRUCTION ADMINISTRATOR (DCA)", "ENGINEER", OR ANY OTHER TERM DESIGNATING ANY REPRESENTATIVE OR EMPLOYEE OF THE STATE OR ITS DEPARTMENT OF TRANSPORTATION, SUCH TERM SHALL, FOR THE PURPOSE OF THIS CONTRACT, BE CONSIDERED AND TAKEN AS MEANING AND DESIGNATING THE RESPECTIVE OFFICER OR EMPLOYEE OF CUYAHOGA COUNTY WHOSE DUTY OR FUNCTION IT IS TO DEAL WITH THE SUBJECT MATTER IN CONNECTION WITH WHICH SUCH TERM IS USED AND SPECIFICALLY:

- |  |   |
|--|---|
| THE STATE  | - MEANS CUYAHOGA COUNTY.  |
| DEPARTMENT   | - MEANS THE CUYAHOGA COUNTY DEPARTMENT OF PUBLIC WORKS.   |
| DIRECTOR   | - MEANS THE CUYAHOGA COUNTY DIRECTOR OF PUBLIC WORKS, HIS/HER DEPUTIES, OR ANY ENGINEER DESIGNATED AS THE DIRECTOR'S REPRESENTATIVE.  |
| DISTRICT CONSTRUCTION ENGINEER/DISTRICT CONSTRUCTION ADMINISTRATOR (DCA) OR ENGINEER | - MEANS THE AREA CONSTRUCTION ENGINEER, OR THE DULY AUTHORIZED AGENT OR REPRESENTATIVE OF THE CUYAHOGA COUNTY DIRECTOR OF PUBLIC WORKS, ACTING WITHIN THE SCOPE OF HIS/HER AUTHORITY FOR THE PURPOSES OF CONSTRUCTION ENGINEERING AND ADMINISTRATION OF THE CONTRACT. |
| LABORATORY   | - MEANS ANY LABORATORY DESIGNATED BY THE COUNTY.  |

**Designer Note:** Use this note on all projects sold through the County.

CUY-G14

**GENERAL PROVISIONS (08/07/2001)**

ALL REFERENCES TO THE GENERAL PROVISIONS (SECTION 100) OF THE OHIO DEPARTMENT OF TRANSPORTATION'S CONSTRUCTION AND MATERIAL SPECIFICATIONS (ODOT CMS) THAT ARE CITED IN THE ITEMIZED SPECIFICATIONS, SUPPLEMENTAL SPECIFICATIONS, PROPOSAL NOTES, PLANS OR ELSEWHERE IN THE CONTRACT DOCUMENTS SHALL, FOR THE PURPOSE OF THIS CONTRACT, BE CONSIDERED AND TAKEN AS MEANING THE CUYAHOGA COUNTY ENGINEER'S GENERAL PROVISIONS AS CONTAINED IN THE "CUYAHOGA COUNTY ENGINEER SPECIFICATION BOOKLET". THE SUBSECTION NUMBERS AND TOPICS USED IN THE COUNTY'S GENERAL PROVISIONS CORRESPOND TO THOSE CONTAINED IN THE ODOT CMS.

**Designer Note:** Use this note on all projects sold through the County.

CUY-G15

**COOPERATION BETWEEN CONTRACTORS (10/31/2013)**

IT IS ANTICIPATED THAT OTHER CONTRACTORS WILL BE WORKING ON PROJECTS ADJACENT TO OR WITHIN THE LIMITS OF THIS PROJECT, EITHER FOR THE COUNTY OR FOR OTHER PUBLIC AGENCIES. THE CONTRACTOR SHALL COOPERATE AND COORDINATE HIS/HER OPERATIONS, INCLUDING PROVISIONS FOR THE MAINTENANCE OF TRAFFIC, WITH THE CONTRACTORS OF OTHER PROJECTS THAT MAY BE IN FORCE DURING THE LIFE OF THIS CONTRACT. THE CONTRACTOR'S ATTENTION IS SPECIFICALLY DRAWN TO SECTION 105.08 OF THE CUYAHOGA COUNTY ENGINEER'S GENERAL PROVISIONS. NO WAIVER OF ANY OF THE PROVISIONS OF SECTION 105.08 IS INTENDED.

**Designer Note:** Use this note on all projects where it is anticipated that another contractor will be working for the County, State, or municipality, within or adjacent to the project.

CUY-G16

**DUST CONTROL (09/29/2008)**

THE CONTRACTOR SHALL FURNISH AND APPLY WATER AND CALCIUM CHLORIDE FOR DUST CONTROL AS DIRECTED BY THE ENGINEER. THE FOLLOWING ESTIMATED QUANTITIES HAVE BEEN INCLUDED FOR DUST CONTROL PURPOSES:

ITEM 616 – WATER	_____ M GAL.
ITEM 616 – CALCIUM CHLORIDE	_____ TON

**Designer Note:** County version of ODOT's TEM Note 642-19. For every cubic yard of earthwork (embankment plus excavation), use between 0.002 M Gal. and 0.004 M Gal. of water. The lower rate should be used for small and/or rural projects and the larger rate should be used for large and/or urban projects. For every 10 M Gal. of water assume 1 Ton of calcium chloride.

CUY-G17

**WORK ON MORE THAN ONE ROAD (10/31/2013)**

THIS PROJECT INCLUDES WORK ON MORE THAN ONE (1) ROAD. THE CONTRACTOR MAY WORK ON TWO (2) OR MORE ROADS SIMULTANEOUSLY SUBJECT TO THE SPECIFIC WRITTEN APPROVAL OF THE ENGINEER. THE FOLLOWING REQUIREMENTS APPLY TO THIS CONTRACT:

1. THE PROGRESS SCHEDULE REQUIRED IN 108.03.A SHALL ALSO SHOW THE CONTRACTOR'S PLAN TO CARRY OUT THE WORK REQUIRED ON EACH ROAD INDIVIDUALLY AND GIVE START AND COMPLETION DATES FOR EACH ROAD.
2. THE REQUIREMENTS OF 108.03 SHALL APPLY SPECIFICALLY TO EACH ROAD.
3. THE REQUIREMENTS OF 108.04 SHALL APPLY SPECIFICALLY TO EACH ROAD. IN DETERMINING WHETHER THE CONTRACTOR HAS COMPLIED WITH THE REQUIREMENT TO ASSURE THE LEAST INTERFERENCE WITH TRAFFIC, THE ENGINEER SHALL ADDITIONALLY TAKE INTO CONSIDERATION SUCH FACTORS AS:
  - A. THE LENGTH AND DURATION OF LANE CLOSURES.
  - B. THE RIDEABILITY OF ANY PLANED SURFACES WITH PARTICULAR ATTENTION GIVEN TO CASTING HEIGHTS AND DRIVE ACCESS CURB HEIGHTS.
  - C. ACCESS TO DRIVEWAYS.
  - D. UNNECESSARY PERIODS OF INACTIVITY BY THE CONTRACTOR.
  - E. WHETHER THE OPENING OF WORK ON A SECOND ROAD WILL BE TO THE PREJUDICE OR DETRIMENT OF WORK ALREADY BEGUN ON ANOTHER ROAD.
4. THE REQUIREMENTS OF 108.05 SHALL APPLY SPECIFICALLY TO EACH ROAD. THE CONTRACTOR SHALL AT ALL TIMES EMPLOY SUFFICIENT LABOR AND EQUIPMENT FOR PROSECUTING THE SEVERAL CLASSES OF WORK TO FULL COMPLETION IN THE MANNER AND TIME REQUIRED BY THESE SPECIFICATIONS.
5. LIQUIDATED DAMAGES, BASED ON THE TOTAL CONTRACT AS SPECIFIED IN 108.07, SHALL APPLY FOR EACH CALENDAR DAY THAT A SPECIFIED ROAD REMAINS UNCOMPLETED AFTER THE ROAD'S SPECIFIC COMPLETION DATE, AS DETERMINED BY THE CONTRACTOR'S ORIGINALLY APPROVED PROGRESS SCHEDULE. DUE ACCOUNT WILL BE TAKEN OF ANY ADJUSTMENT OF THE SPECIFIC ROAD'S COMPLETION DATE GRANTED UNDER 108.06.

**Designer Note:** Use this note for projects involving two or more separate roads.

CUY-G18

**ITEM 614 - MAINTAINING TRAFFIC, AS PER PLAN**  
**ITEM 624 – MOBILIZATION, AS PER PLAN (09/29/2003)**

**PAYMENT FOR LUMP SUM ITEMS**

IN CONJUNCTION WITH SECTION 109.09 OF THE SPECIFICATIONS, THE ABOVE REFERENCED "LUMP SUM" ITEMS SHALL BE PAYABLE TO THE CONTRACTOR AS SPECIFIED BELOW:

1. THE BASIS OF PAYMENT FOR EACH OF THE ABOVE LUMP SUM ITEMS WILL BE THE CALCULATED RATIO OF THE LENGTH OF WORK COMPLETED ON EACH ROAD COMPARED TO THE TOTAL LENGTH OF ALL ROADS IN THE CONTRACT.
2. THE CONTRACTOR WILL ONLY RECEIVE THE CALCULATED DOLLAR AMOUNT FOR EACH SPECIFIED ROAD. IF ANY ROADS ARE ADDED OR DELETED, THE "LUMP SUM'S" AMOUNT WILL EITHER BE INCREASED OR DECREASED ACCORDING TO THE METHOD DESCRIBED IN NO. 1 ABOVE.
3. FOR ITEM 624 - MOBILIZATION, AS PER PLAN, THE CONTRACTOR WILL RECEIVE THE PROPORTIONAL DOLLAR AMOUNT SPECIFIED IN SECTION 624.02 OF THE SPECIFICATIONS ON EACH OF THE ROADS, AS SPECIFIED IN THIS CONTRACT, UNLESS OTHERWISE DIRECTED BY THE ENGINEER.

**Designer Note:** Use this note for projects involving two or more separate roads.

CUY-G19

**PERMITS (11/12/2013)**

IN THE CITY OF CLEVELAND ALL PERMITS MUST BE OBTAINED FROM THE DIVISION OF ASSESSMENTS AND LICENSES PRIOR TO BEGINNING ANY WORK. PERMITS INCLUDE BUT ARE NOT LIMITED TO STREET OPENING PERMIT, OVERLOAD PERMIT, OBSTRUCTION PERMIT AND/OR SIDEWALK PERMIT AND MAY BE OBTAINED THROUGH THE FOLLOWING CONTACT:

TRAVIS EVANS  
DEPARTMENT OF FINANCE  
DIVISION OF ASSESSMENTS AND LICENSES  
601 LAKESIDE AVENUE, ROOM 122  
CLEVELAND, OHIO 44114  
PHONE: (216) 664-2174  
E-MAIL: [DALPERMITS@CITY.CLEVELAND.OH.US](mailto:DALPERMITS@CITY.CLEVELAND.OH.US)

ALL STREET OPENING REPAIRS, CURB REPAIRS AND/OR SIDEWALK REPAIRS EITHER INCIDENTAL TO THE PROJECT OR PART OF THE PROJECT MUST BE PERFORMED IN ACCORDANCE TO CITY OF CLEVELAND STANDARDS. A COPY OF THE STANDARDS CAN BE OBTAINED FROM THE DIVISION OF ENGINEERING AND CONSTRUCTION BY CALLING (216) 664-2381.

ALL PERMITS, FEES AND CHARGES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND THEIR ASSOCIATED COST SHALL BE INCLUDED IN THE CONTRACT UNIT PRICE BID FOR THE PERTINENT WORK ITEMS. FOR BIDDING PURPOSES, FEES AND CHARGES MAY BE OBTAINED FROM THE DIVISION OF ASSESSMENTS AND LICENSES AT (216) 664-2174.

**Designer Note:** Use this note on all projects sold through the County involving work in the City of Cleveland. Contact information will need to be verified / updated as necessary.