



# FREDERICK

DEPARTMENT OF PUBLIC WORKS

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Date: March 25, 2020

To: Land Development Community

From: City of Frederick DPW Projects Division

RE: Update to City Services Due to COVID-19 Response - DPW Projects Inspections

The City of Frederick is committed to the life, health, and safety of our residents and employees. With regard to the current COVID-19 pandemic, we urge all to take Federal and State recommendations and executive orders seriously and practice vigorous social distancing. These actions may be difficult, but this emergency requires us to act together in the best interest of our community. The City is taking actions to ensure that essential services continue to be provided. We are developing plans and making strategic decisions on how best to deliver other non-essential services long term.

At this time, the following changes have been implemented in the area of DPW Project Inspections to reduce the potential spread of COVID-19 and to minimize risk to City staff and the public while maintaining sufficient inspection services to allow projects to proceed:

- Staff remains available during normal business hours for email correspondence, phone conversations and virtual meetings. You are responsible to keep your assigned inspector informed of all relevant planned work.
- Staff will schedule inspections to occur only on Tuesdays, Wednesdays or Thursdays. No field inspections will be scheduled on Mondays or Fridays.
- Inspections requiring City oversight include: proof rolls for curb & gutter, stone sub base and base asphalt placement, grade checks for curb placement and paving section/profile verification, house service connections, water & sewer testing, and work performed on active mains (coordinated with the appropriate City department).
- Water sampling must be performed through the City. City labs will accept samples for testing Tuesday through Thursday, before noon. Collection on site must occur no later than 11 AM that day. Sampling must be scheduled two weeks in advance.
- Inspections in general: Certain items may be inspected at a future date and are not necessarily critical to be checked at this time. These include sidewalk,

concrete placement for curb & gutter, pipeline & structure installation, backfill, and binder & surface asphalt (with the exception of wedge & level).

- The City will consider allowing additional documentation from Geotechnical/Engineering consultants in lieu of certain typically required on-site inspections. Increased photo documentation is highly recommended. The Geotech may contact the project inspector directly for questions and concerns. Reports are to be emailed.
- Developers/Contractors are responsible for contacting City staff and obtaining approvals prior to making any field revisions.
- Inspections requiring coordination with other City departments outside of the DPW Projects Department will require two weeks advance notice. Due to reduced staffing, the potential exists for cancellations should an emergency arise. Every effort will be made to perform these inspections when they are scheduled in advance as requested.

Developers and contractors are highly encouraged to contact the designated Inspector for their project to discuss its current status and identify critical inspections that must be performed prior to proceeding with the next phase of construction. Interruption to project schedules can be minimized if the inspector is provided with an accurate schedule of planned work on a weekly basis and kept updated throughout the project. Please note that due to reduced staffing levels in other departments, typical turn-around times for inspections will increase.

Developers and their contractors are reminded that they are expected to perform all construction in accordance with City Standard Details, Specifications and approved construction documents and that final acceptance of a project will only occur after it has been inspected and all punch-list items addressed. The City reserves the right to refuse acceptance of any non-compliant work.

Please maximize the use of available technology to communicate with our inspectors to address questions about City requirements, submittals, details, etc. Minimizing physical interaction between staff and our customers will reduce the spread of infection and ultimately minimize impacts to our operations and to your projects.

These efforts will not only protect our staff but will also improve our ability to maintain continuity of operations throughout this emergency. Our goal is to avoid a situation where we can no longer provide inspections because staff are unavailable due to illness.

In addition to these modifications, the City is evaluating the use of 3rd party inspections on a limited basis. Further information regarding these options will be forthcoming once City staff has fully considered the options and procedural details.

We appreciate your patience as we all work together through this emergency. Any questions may be directed to your assigned inspector or Nicole Harshman – Senior Projects Inspector at [NHarshman@CityofFrederickMD.gov](mailto:NHarshman@CityofFrederickMD.gov) or 240-344-6852.