

SCHEDULE 2 – CITY OF BRAMPTON UNDERGROUND SERVICES LOCATE PROCEDURE GUIDE

1.0 Overview

This guide, which is subject to change from time to time, establishes the general procedures for the Locate Service Provider (LSP) to be a dedicated locator locating underground municipal services that are the responsibility of the City of Brampton.

2.0 Plant To Be Located

City of Brampton Plant to be located:

- Traffic signal/ PxOs, infrastructure (Excluding ROP Intersections)
- Streetlight infrastructure (Including infrastructure on Regional Roads)
- Park and Pathway lighting Infrastructure
- Transit *Züm* infrastructure
- Storm Sewer Infrastructure (Excluding ROP Storm Sewer)
- Low Impact Development Storm sewer infrastructure

Most Plant is situated on road allowance (both travelled and untraveled including streets, lanes, walkways), open space, Conservation Authority, Federal and Provincial Lands under the City's administrative jurisdiction, and City owned facilities lands such as fire halls, arenas etc., and within easements on private land.

3.0 Locators

Locators shall have experience completing Electrical and Stormsewer Locates, Infrastructure Health and Safety Association (IHSA) training, electrical awareness and Damage Prevention Training (DPT) please provide certificates for City record.

4.0 Ontario One Call Coverages

The City's coverage is registered with Ontario One Call as the following: City of Brampton Traffic signals, City of Brampton Street Lights and Transit ZUM – CBGW01 and Storm Sewer- COBSS01 and LID Storm and is based on the City's boundary. The coverage includes the boundary limits that are under the jurisdiction of the City and all Boundary Roads.

5.0 Plant Records

The City's infrastructure Plant Records are accessible in two forms; The City's plant records can be accessed through the City's *cityworks* site <https://cityworks.brampton.ca/cwmbi> the LSP must obtain user name and password

and training from the City to access *Cityworks* mapping, and open data information site <https://geohub.brampton.ca/>

For any locations within the City of Brampton where the City's Plant has been confirmed on-site, but such information is not present on the Open data/ *Cityworks* site provided, the proponent is to contact the appropriate City Locate Staff listed herein to request the additional utility information. Furthermore, In any instance where drawing record information is not available or not reflective of actual field conditions confirmed on-site, the locator must contact the applicable City of Brampton's staff to arrange for a site meeting to aid with the field locate layout. Upon completion of the collaborative locate layout on-site, the City/ City locate contract staff shall work with the designated locator to create a field markup of the verified site conditions, for the continued use in future locating requirements for the respective project duration.

For more detailed information or questions regarding mapping or accuracy, the LSP may request a site visit with the City of Brampton staff.

Contacts for the following:

Street Lighting: Primary contact:

Heather Morson (416) 985-1051 or heather.morson@brampton.ca

Storm Sewers Primary contact:

Adam Razzouk (416) 985-1299 or Adam.Razzouk@brampton.ca

Cityworks Mapping Contact:

Heather Morson (416) 985-1051 or heather.morson@brampton.ca

GIS Contact:

open@brampton.ca

And Alternate/ Emergency Contact:

Van Thai (416) 346-8075 or Vanthuong.Thai@brampton.ca

6.0 General Responsibilities

The LSP assumes full responsibility for all aspects of the locate, if the LSP is deemed to be at fault damages to any City's plant, they will be invoiced for the cost to repair and restore the system(s) plus an additional 15% administration fee. In the event that the LSP becomes aware of any error, omission or discrepancy in the Plant Records, after reviewing records against the field information the LSP

shall promptly advise the City of Brampton of any such error, omission or discrepancy and adhere to the City of Brampton's record updating process.

7.0 Locate Validity Period

The City of Brampton locate validity period is 60 days or as determined by Ontario Underground Infrastructure Notification System Act and associated regulations.

8.0 Field Clear

Only where there is clear indication or no City's underground plant/infrastructure or future services within the work area a "field clear" can be issued when field investigation indicates that there are no City plants within 3 metres of the excavation area. No office clear will be permitted.

9.0 City of Brampton Underground Services Locating procedures

a) Electrical

The LSP will complete the City of Brampton Electrical plant Field Locates using the latest and most accurate equipment available on the market.

The LSP shall locate to the City of Brampton's Power supply pedestal, if required as per locate request, unless the power supply pedestal has a City flower logo/Region of Peel logo then the locator must locate to Hydro's transformer or supply point.

- i. The LSP shall connect directly to the Electrical handhole cover and/or direct connect to the cabling to complete an accurate locate. The LSP shall access the cabling using approved Infrastructure Health and Safety Association (IHSA) procedures.
- ii. When a traceable signal is not possible, the LSP shall mark the area based on all information available including measurements obtained from the City's Plant records.
- iii. On some occasions to complete a transit Locate an electrician may be required to open electrical panels to obtain a proper Locate signal; Electricians working on behalf of the LSP **are NOT permitted** to open Traffic Signal Cabinets. And must contact Traffic Signals and/or Transit staff for assistance.
- iv. The LSP shall complete a visual inspection of the area being located. This inspection shall review if the records match the existing site conditions.
- v. The LSP shall ensure the Locate marking is as accurate as possible and is within one (1) metre of the buried plant. Any damages resulting from an inaccurate Locate will be the responsibility of the LSP.

- vi. The LSP will complete Locates for all buried City plant. The position of all City plant within the subject property will be marked on the permanent ground surface with appropriate marking materials. Buried Electrical system shall be marked in RED, waterproof highly visible spray paint and SL, TC, Z and PL shall be noted in the mark as per the following example:

----- SL----- Street Lighting
-----TC----- Traffic Signal
-----Z----- Züm/Transit
----- PL----- Park /Pathway Lighting

- vii. All painted marks will have a maximum length of .75-metres. Continuous marks outlining the entire routing of any City plant will be placed at maximum 5-metre intervals in addition to the minimum inferred position of the plant marked. Paint will not be sprayed on any driveways, or interlocking brick sidewalks, or on any transit infrastructure such as transit shelters benches or garbage bins. Plant marking should also not be marked inside bus shelters. In the event that City plant runs underneath a sidewalk, the inferred route will be marked by a series of small dots, not large dashes. Plant markings on identified city plant greater than .4m in diameter requires that the edge of pipe be marked on the ground.
- viii. In the event that paint cannot be marked due to circumstances such as snow or standing water, stakes or flags may be used. Stakes/flags must be placed a maximum of 5.0 meters apart and at all changes in direction to clearly mark the inferred route
- ix. Upon completion of the marking of required City plant, a sketch map (not to scale) will be completed on the City of Brampton Locate report form. This sketch will be completed in a neat and legible fashion utilizing the symbols itemized in the legend. Each house address number will be indicated, as well as street names a north arrow and a measurement reference.
- x. The City must be given access to the ticket management software and have the ability to view and audit all locate sketch/ locate reports being completed under this Dedicated locator project.

b) Storm Sewer and LID

- i) The LSP will complete the City of Brampton Storm Sewer plant locates, Storm Water Management Facilities including Low Impact Development Storm Sewer infrastructure, Permeable Pavement Infrastructure, Porous asphalt, Permeable concrete, Permeable pavers etc. by visual means and mapping methodology.

- ii) The LSP shall contact the excavator to confirm exact dig location. If location is within close proximity to Low Impact Development (LID) plant, the LSP shall notify the City when marking LID plant and schedule a site meeting with City's representative within **two business days** upon receiving locate request. ALL LID locates must be completed with city staff and marked using flags/paint.
- iii) Plant markings on identified city plant greater than .4m in diameter requires that the edge of pipe be marked on the ground. The known direction of storm sewer flow is to be marked with a green arrow.
- iv) Buried Storm Sewer system shall be marked in GREEN, with waterproof, highly visible spray paint and STM shall be noted in the mark as per following example
-----STM----- Storm Sewers
- v) Buried Underground Low Impact Development Storm Water (LID) shall be marked by stakes and/or flags only. Stakes/flags must be placed a maximum of 5.0 meters apart and at all changes in direction to clearly mark the inferred route unless otherwise directed by the City. LID shall be noted in the mark as per following
-----LID----- Low Impact Development Storm Water
- vi) Upon completion of the marking of all required City plant, a sketch map (not to scale) will be completed on the City of Brampton Locate report form. This sketch will be completed in a neat and legible fashion utilizing the symbols itemized in the legend. Each house address number will be indicated, as well as street names and north arrow and measurement reference.
- vii) The City must be given access to the ticket management software and have the ability to view and audit all locate sketch/ locate reports being completed under this Dedicated locator project.

10.0 Damage to City of Brampton Plant

Where The City of Brampton Plant has been damaged or disrupted, work must be ceased immediately and call 311 Brampton to report.