

**CITY OF COLUMBUS, OHIO
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF DESIGN AND CONSTRUCTION**

**SUPPLEMENTAL SPECIFICATION 1611
CABINET ASSEMBLY AND SIGNAL TESTING AND INSTALLATION
REQUIREMENTS**

February 1, 2013

- 1611.01 Description**
- 1611.02 Personnel Training Requirements**
- 1611.03 Cabinet Assembly Inventory and Testing Requirements**
- 1611.04 Cabinet Assembly Testing By the City**
- 1611.05 Cabinet Assembly Installation Requirements**
- 1611.06 Field Signal Installation Requirements**
- 1611.07 Disqualification of Contractor Personnel**
- 1611.08 Appeal Process**
- 1611.09 Re-certification of a Technician**

1611.01 Description. This supplemental specification describes the requirements for the Contractor to inventory and bench test a new traffic signal controller cabinet assembly and to install and maintain new traffic signal facilities, including a new traffic signal controller cabinet assembly, on projects with Items 632 and 633.

1611.02 Personnel Training Requirements. All IMSA-certified personnel responsible for completing and signing new traffic signal controller cabinet assembly forms shall complete the required City training prior to performing these duties. The Division of Planning and Operations Electronic Systems Coordinator (DoPO-ESC) shall provide training to the appropriate personnel regarding the proper completion of: (1) Controller Cabinet Inventory Form; (2) Controller Cabinet Test Procedures Form; (3) Field Check – Partial Inspection Form; (4) Field Check – Complete Inspection Form; and (5) Field Signal Check Form. The Division of Planning and Operations Traffic Line Crew Supervisor II shall provide training to the appropriate personnel regarding the proper completion of the Field Signal Check Form.

1611.03 Cabinet Assembly Inventory and Testing Requirements. Upon receipt of the cabinet assembly from the supplier, the Contractor shall have an IMSA-certified Traffic Signal Field Technician Level II or higher conduct a complete inventory of the equipment being provided for the cabinet assembly. The IMSA-certified Traffic Signal Field Technician Level II or higher shall complete and sign the Controller Cabinet Inventory Form.

Upon completion of the Controller Cabinet Inventory Form, the Contractor shall have an IMSA-certified Traffic Signal Field Technician Level II or higher perform a comprehensive bench test of the cabinet assembly. The IMSA-certified Traffic Signal

Field Technician Level II or higher shall complete and sign the Control Cabinet Test Procedure Form.

Prior to installation of the cabinet assembly, the Contractor shall submit the completed and signed Controller Cabinet Inventory Form and Control Cabinet Test Procedure Form to the Division of Design and Construction, Construction Section, Traffic Signal Construction Coordinator.

1611.04 Cabinet Assembly Testing By the City. The City reserves the right to bench test any cabinet assembly upon request. Within 24 hours of receipt of notification, the Contractor shall deliver the requested cabinet assembly to the Division of Planning and Operations Traffic Maintenance Shop, 1820 East 17th Avenue, Columbus, Ohio 43219. Test procedures will be conducted by operating the equipment for a minimum of forty-eight (48) hours. The Contractor may have a representative present during the testing process. Upon completion of the testing, the Division of Planning and Operations will notify the Contractor that the cabinet assembly can be picked up. The contractor shall replace, repair, or correct as necessary all devices found to be unsatisfactory and resubmit for testing. The Contractor shall load and unload all equipment and obtain a receipt from the Traffic Maintenance Manager that lists all delivered and picked-up materials by manufacturer, model number, and serial number. Any cost associated with the delivery and pick-up of the cabinet assembly shall be the Contractor's responsibility.

1611.05 Cabinet Assembly Operation Requirements. Prior to commencement of cabinet assembly operation and each subsequent change in cabinet assembly operation due to project maintenance of traffic, the Contractor shall have an IMSA-certified Traffic Signal Field Technician Level II or higher perform a comprehensive inspection of the installed cabinet assembly for adherence to plan specifications and City standards. The IMSA-certified Traffic Signal Field Technician Level II or higher shall complete and sign the appropriate Field Check Form.

When the cabinet assembly operation will be 100% of the final plan operation, the Field Check - Complete Inspection Form shall be completed and signed. Otherwise, when the cabinet operation will be something other than 100% of the final plan operation due to project maintenance of traffic, a Field Check - Partial Inspection Form shall be completed to the extent possible and signed.

Prior to commencement of cabinet assembly operation and each subsequent change in cabinet assembly operation due to project maintenance of traffic, the Contractor shall submit the appropriate completed and signed Field Check Form to the Division of Design and Construction, Construction Section, Traffic Signal Construction Coordinator.

1611.06 Field Signal Installation Requirements. Upon completion of installation of all traffic signal items, the Contractor shall have an IMSA-certified Traffic Signal Field Technician Level II or higher perform a comprehensive inspection to check for adherence to plan specifications and City standards. The IMSA-certified Traffic Signal Field Technician Level II or higher shall complete and sign the Field Signal Check Form.

Prior to development of a punch list by the City, the Contractor shall submit the completed and signed Field Signal Check Form to the Division of Design and Construction, Construction Section, Traffic Signal Construction Coordinator.

1611.07 Disqualification of Contractor Personnel. Strikes shall be assessed to the IMSA-certified technician who completes and signs the form of record submitted to the City by the Contractor, if through the course of inspection, the City finds that item(s) listed directly on the technician-certified forms are missing or improperly installed. A strike shall also be warranted if the City discovers during construction, final inspection, or the warranty period that an item has been incorrectly installed, and as a result, poses an immediate threat to public safety, which the Contractor's responsible technician should have been aware of at the time of installation.

One strike shall be issued for any problems found on a Controller Cabinet Inventory Form that the Contractor has submitted to the City, and one strike shall be assessed for any problems found on a Cabinet Test Procedures Form that the Contractor has submitted to the City. Items marked with an asterisk on the Field Check - Complete Inspection Form and the Field Check - Partial Inspection Form are punch list items and will not be considered for strikes. However, a strike shall be issued for each problem discovered for the non-asterisked items on a Field Check - Complete Inspection Form and a Field Check - Partial Inspection Form that the Contractor has submitted to the City. All items on the Field Signal Check Form are punch list items and will not be considered for strikes.

The technician, as well as the technician's employer, shall be notified of the receipt of a strike through certified mail. If a technician accumulates three strikes within any rolling two-year period, the technician shall be disqualified from performing traffic signal related work on any construction project for the City of Columbus, Department of Public Service, for a period of two years following the notification date of the third strike.

1611.08 Appeal Process. The technician or Employer (on the technician's behalf) may file an appeal on the technician disqualification within 14 calendar days of receipt of certified letter. The appeal shall be filed with the Director and shall contain: Technician's name, Employer's name, date of disqualification, Project on which disqualification occurred and applicable facts regarding disqualification (this shall include information on any of the three strikes leading to the disqualification which should be considered for appeal) and reason for request of re-instatement. The Director (or their designee) shall review all applicable documents regarding appeal and render a final decision within 14 calendar days.

1611.09 Re-certification of a Technician. At the completion of the two year disqualification period, the technician will be required to complete the City's training described in 1611.02 prior to becoming re-certified. The request for this training shall go through the Traffic Maintenance Operations section.