

STANDARD INSTALLATION REQUIREMENTS:

General Requirements:

1. The contractor **shall** pothole all existing utilities.
2. Provide the owners of any natural gas utility 48 hours advance notice that work is scheduled in the vicinity of their lines/mains so that they can provide standby and protect services.
3. Maintain proof of notification to and receipt of notification by the gas utility.
4. Permits and coordination
 - 4.1. Secure all necessary state and local (city, county, etc.) permits, public or private easements, facility permits, usage permits, and any other permit required by an Authority Having Jurisdiction (AHJ).
 - 4.2. ICN will obtain and provide copies of IDOT permits.
 - 4.3. If permits are required to be in the name of the owner rather than the contractor, the contractor shall prepare the permit for the owner's signature.
 - 4.4. Coordinate installation with all owners and AHJ over the route, the fiber, Right-of-Way and buildings in which end points will be located.
 - 4.5. Failure to coordinate with the AHJ and to obtain all necessary permits is at the peril of the contractor.
 - 4.6. Right-of-Way Permit fees are an authorized extra above the quoted bid price. Excavation permits shall be by the contractor.
 - 4.7. Ensure all facilities are placed within the public Right-of-Way.
5. Ensure that personnel working in the ROW are equipped with and use proper safety equipment and attire.
6. All tools and test equipment required to do a project shall be provided by the Contractor or its subcontractor(s). Security of tools and test equipment shall be the responsibility of each worker. The ICN shall not be responsible for the security of any property left on ICN's property or on property controlled by the ICN or the State of Iowa.
7. Contractor shall be responsible for instructing its employees in safety measures considered appropriate for the job. In addition, the Contractor shall not permit placing or use of tools or materials in traffic lanes or other locations. The tools or materials shall not be placed in such a manner so as to create safety hazards to State employees, contracting agency employees, the public or themselves.
8. Excavations and Trenches: The ICN requires all open excavations or trenches to be monitored and attended to during construction per. The ICN requires all open excavations and trenches backfilled the same day. If the contractor is required to leave an excavation or trench open, then the contractor shall properly fence and/or cover the excavation for safety. Contractor shall follow all OSHA requirements for excavation and trench safety.
9. Contractor and its employees shall comply with all OSHA regulations. The contractor shall comply with all applicable State and Federal Laws.
10. Contractor shall comply with all Iowa One Call requirements as provided by Iowa Code, Chapter 480.
11. Provide all labor and supervision for the project.
12. Provide and install materials needed to result in a fully functional system meeting ICN standards, whether or not the materials or methods are specifically mentioned in this document. See the list of ICN-furnished materials.
13. Install cable route markers furnished by ICN. Where possible, install markers adjacent to poles, buildings or in other protected areas.
14. A copy of this Scope of Work and the Engineering Plan for this project shall be on site and available any time work is being performed. Failure to have the required documents on site may result in ICN requiring the contractor to stop working until the required documents are on-site.
15. Subcontractors shall meet the same qualifications stated for Contractors. Contractor shall obtain approval of the contracting agency's project manager prior to using a subcontractor on any project.
16. Restore all damage to private property, Right-of-Way, ICN property, and any other property damaged in the course of the work.
 - 16.1. Any disruption of grass in an individual's yard or in a private maintained area of the public right of way (the area between the sidewalk and the street curb) must be restored through re-sodding. Any disruption of the grass in the median way or an unimproved shoulder must be restored either through re-sodding or re-seeding as required by the ROW owner.
 - 16.2. Areas shall be restored to original or better condition.
 - 16.3. Dirt shall be mechanically compacted around handholes and pits.
 - 16.4. Lawns shall be sodded with like grass.
 - 16.5. Contractor is responsible for watering the sod until it has knitted to the ground beneath.
 - 16.6. All debris shall be removed from the construction areas including but not limited to: construction materials, trash, large objects or stones within backfilled areas, etc.

Duct Installation Requirements

1. HDPE duct shall be no less than 48 inches deep.
2. Duct shall be installed in the public Right-of-Way.
3. When crossing Iowa Highway in DOT Right-of-Way, duct shall be no less than 48 inches below grade under the roadway and shoulders. HDPE may be used under the roadway and shoulders if installed at a minimum depth of 48”.
4. Should it be necessary to cross private property, the Contractor may apply to the ICN for an exception, and request permission to secure an easement. The easement is required to be in the name of ICN and the contractor shall have the easement prepared by a Land Surveyor licensed in the state of Iowa. Contractor shall be responsible for all fees unless previously authorized by the ICN.
5. At the conclusion of the project, provide and leave a pull rope in all ducts, conduits and pathways, including indoor, outdoor, new and existing.
6. Dirt shall be mechanically compacted at all duct splices, bore pits and around handholes.
7. Ground shall be restored to the condition found prior to construction and debris removed prior to sodding or seeding.
8. All conduits shall be plugged via duct seal or other method upon completion of cable installation.
9. If Schedule 40 PVC conduit is utilized, all angles (45, 90 degree or other) require fittings to long sweep to accommodate minimum cable bend radiuses.
10. The ICN requires pictures by the contractor and/or on-site inspection by ICN staff prior to completion of the project where pipe and fittings are not exposed; i.e. underground, behind a wall, etc.

Handhole Requirements

1. Install handholes so that the lid is level and flush with the surrounding natural grade. The lid SHALL NOT extend above the surrounding natural grade.
2. Provide ¼” opening hardware cloth type screen wire below the handhole.
3. Provide 5-6 inches of ¾” crushed rock below the handhole. Rock shall be compacted. Gravel shall extend a minimum of 6 inches beyond the outside walls of the handhole. DO NOT USE pea gravel or other round stone.
4. Do not place gravel inside handhole above the hardware cloth.
5. Conduit shall extend a minimum of 6” above the hardware cloth/gravel.
6. Failure of the contractor to install handholes as specified will cause the contractor to return and re-install the handhole according to this specification before payment for the project is made.
7. Handhole installations shall follow ICN standard typical installation; see typical drawing.

Fiber Installation Requirements

1. Install fiber according to industry “Best Practices”.
2. The contractor shall not violate the manufacturer’s minimum installation bend radius when the cable is under tension, or the minimum installed bend radius.
3. To prevent exceeding the manufacturer’s maximum pulling tension during installation of the fiber optic cable, the contractor shall use a “Break-away” pulling swivel when installing cable.
4. The “Break-Away” function shall activate at or below the maximum pulling tension specified by the cable manufacturer.
5. The contractor shall test all strands of the fiber, on the reel, prior to beginning fiber installation. Confirm that all strands meet manufacturer’s loss specifications.
6. The contractor shall field verify all lengths and existing conditions prior to starting construction.
7. Slack loops in handholes shall be coiled, installed, and secured to avoid damage to the coil and not interfere with lids.
8. Slack loops at splices shall be coiled to match the existing fiber cable tails and allowance for splice preparation.
9. ICN Fiber in all handholes shall be labeled with ICN wrap around cable tags or other labeled cable tags.

Building Entry Requirements

1. Weather-seal all penetrations.
2. Use mortar or similar cement to seal penetration of brick or cement block.
3. Firestop penetrations of any fire-rated floor, wall or ceiling.
4. Replace the Firestop material in any existing Firestopped penetration used by the contractor.
5. All outdoor conduits, of any length, shall be Galvanized Iron Pipe (GIP). EMT, PVC and plastic are prohibited.
6. Immediately upon installation, seal the ends of all ducts with duct seal or expansion foam to prevent siltation or filling with moisture. This applies to both new and existing ducts.
7. Exterior exposed conduit shall be Galvanized Iron Pipe. EMT and plastic prohibited.
8. At the conclusion of the project, ensure that a pull rope is left in ALL pathways, both inside and outside, new and existing.

Locate Facility Requirements

1. Tracer wire shall be continuous.
2. Splices in the tracer wire are not allowed. If tracer wire is accidentally severed, request permission from ICN to splice.

3. Wire splices only in handholes.
4. Use either an epoxy splice kit, Scotch 3M 3832 or a Molex PermaSeal Butt Spice. 10-12 Ga. Splice materials SHALL be designed for underground applications.
5. Leave the wire splice visible in the handhole.
6. Route a ground wire from the ground inside the building, through the entry to the TII 163 terminal.
7. Secure all riser conduits with 3 each two-hole conduit straps.
8. Wire the pedestal/terminal so that locates may be performed in any direction and from the far end.
9. Do not leave any exposed tracer wire or ground wire.
10. Permanently ground the tracer wire at the handhole on the furnished ground rod.
11. At the conclusion of the project leave the tracer wire shield shorted to ground in the locate terminal.
12. Use tracer wire that is rated for direct burial where required. THHN insulation is acceptable for placement within duct, handholes, or enclosures, or any location not in direct continuous contact with soil or water.
13. Label all wires in the locate terminal/pedestal/TriView. (I.e. "Ground", "Facing DMACC", "Facing North" etc.)
14. Failure to label the locate wires will cause the contractor to return and properly label the wires before payment for the project is made.
15. Bond tracer wire(s) **within** splice enclosures utilizing a 3M 4460-D\FO Shield Bonding Kit.
16. Route tracer wire(s) out of splice enclosure through a single port utilizing a FOSC closure sealing kit.
17. At splice locations with no locate pedestal, tracer wires shall be bonded together, within the splice enclosure.
18. At each end of any tracer wire, use appropriate-sized ring terminal (crimp) connectors.

DELIVERABLES/ACCEPTANCE:

1. Contractor shall provide construction redline as-builts with:
 - 1.1. Offsets to fixed objects to the cable/conduit running line, handholes and new facilities.
 - 1.2. Meter marks of cable installations at handhole entry/exit, splice locations, building entries, etc.
 - 1.3. Depths of cable and/or conduit installation.
 - 1.4. One original set of as-built drawings must be provided within two (2) weeks after completion of construction for the ICN management records. Redline as-built drawings must be complete.
2. Contractor shall provide splicing redline of all splicing completed and validation that the splice plan was followed.
3. Contractor is responsible to locate fiber until acceptance by the ICN. Acceptance includes:
 - 3.1. Submission of construction and splicing red line drawings by contractor.
 - 3.2. Assignment of link number by the ICN (if applicable).
 - 3.3. Submission of final as built drawing by the ICN to the ICN Network Maintenance Provider.
 - 3.4. Submission to Iowa One Call and the ICN Network Maintenance Provider's contract locator.
 - 3.5. The measurements in the Statement of Work are estimates and need to be verified by the contractor.
4. **Only written modifications to this Scope of Work are binding** - Verbal changes to this scope of work by any person or persons are not binding, unless confirmed in writing.
5. Final payment will not be processed until all deliverables are received and accepted.

