



City of Lawrence

PLANNING & DEVELOPMENT SERVICES

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February 7, 2014

Gene Fritzel Construction Co.
Attn: Thomas Fritzel
PO Box 721
Lawrence, KS 55044

Dear Mr. Fritzel,

This letter summarizes the criteria for approval of occupancy for the Rock Chalk Park facilities under construction at 6100 Rock Chalk Drive, as discussed at the meeting with representatives of Gene Fritzel Construction Co., the project design team, KU Athletics officials, and representatives of the City of Lawrence on January 29th, 2014. The final Certificate of Occupancy (CO) as well as any Temporary Certificates of Occupancy (TCO) for the project requires the approval of the City Commission. Granting of the TCO does not constitute acceptance of the entirety of public infrastructure or the overall project.

The intent of the TCO is to allow reasonable use or occupancy of buildings or portions of buildings for which construction is substantially complete and all appropriate building code, fire code, and site elements have been completed, inspected and approved. Buildings or portions of buildings that have not been inspected and have not received a CO or TCO are considered to be under construction and not to be used or occupied for non-construction purposes. Areas or elements for which a TCO is granted must be barricaded from work areas with substantial walls or barricades approved by the Planning & Development Services Department.

Staff may support requests for TCO's for partial occupancy as conditions warrant provided that work to the particular element or area under consideration is substantially complete. Criteria that may be taken into consideration when determining whether to support approval of a TCO include building and fire code standards, ADA Accessibility, availability of permanent restrooms and plumbing fixtures, adequate parking facilities, resolution of field lighting issues, status of required site improvements and status of public improvements (sewer, water, streets, storm water).

Attached is a checklist of specific requirements for partial occupancy to track these criteria for approval. This is a working document and will be updated periodically as items are completed or new issues identified. Staff will appreciate your assistance with keeping this document up to date by reporting progress as it occurs.

Also, as agreed during the January 29th meeting it would be helpful if Gene Fritzel Construction Co. and the RCP design staff provided the following to aid in obtaining the TCO for the track and field portion of the project:



1. A timeline for completion of key elements identified in the TCO checklist and for eventual final CO.
2. A floor plan of the building and site plan reflecting the public use at time of the Kansas Relays, as well as a plan for how these areas will be separated from the construction areas. The RCP design staff should plan to update these documents for any additional TCO's after the Kansas Relays.
3. Information on parking supply and demand onsite, as well as information on any plan to shuttle the public to and from the Kansas Relays event – location of offsite parking, dates, etc.

Below establishes a general timeline meant as a guide to secure the TCO for the Kansas Relays.

- Week of February 3rd through March – Weekly inspections by Building Safety, Fire and Public Works on progress of project.
- Week of February 3rd until TCO request – At least weekly submission of required 3rd party special inspection reports.
- Week of February 10th - Contractor/design team provides a schedule for work completion up to temporary/partial CO for Relays (see above), and for completion of items remaining after temporary/partial CO (final completion of track/soccer building and softball facility; remaining site plan items including remainder of parking, landscaping, roadwork, sidewalks, trails, fencing, etc.).
- Week of March 3rd – Complete initial site inspection. Conduct update/coordination meeting among representatives of Gene Fritzel Construction Co., the Rock Chalk Park project design team, KU Athletics officials and representatives of the City.
- Week of March 24th – All required 3rd party inspection reports submitted, including final acceptance reports. Complete final punch-lists of outstanding Building Code and Fire Code items. Complete infrastructure inspections (Public Works and Utilities).
- March 26th or 27th - Conduct update/coordination meeting among representatives of Gene Fritzel Construction Co., the Rock Chalk Park project design team, KU Athletics officials and representatives of the City.
- Tuesday, April 1st – City Commission review and approval of TCO request.
- April 2nd – April 15th – Complete punch-list items (including and City Commission conditions) for issuance of TCO.

We look forward to working with you as the Kansas Relays approach.

Sincerely,



Barry Walthall
Building Official

C: Scott McCullough, Planning & Development Services Director
David L. Corliss, City Manager
Toni Wheeler, City Attorney
Charles Soules, Public Works Director
Mike Lawless, Utilities Deputy Director
James King, Fire Marshal

KU Relays TCO Punch List

This document is a follow-up to the January 29th, 2014 meeting among representatives of Gene Fritzel Construction Co., the Rock Chalk Park project design team, KU Athletics officials and representatives of the City of Lawrence. It outlines critical milestones and City approvals for both temporary/partial and final public occupancy and use of Rock Chalk Park project facilities. It also outlines requirements for obtaining a temporary/partial certificate of occupancy (TCO) for the track/soccer facilities for the Kansas Relays, which begin 4/16/14.

Proposed timelines to complete TCO critical benchmarks

- Week of February 3rd through March – Weekly inspections by Building Safety, Fire and Public Works on progress of project.
- Week of February 3rd until TCO request – At least weekly submission of required 3rd party special inspection reports.
- Week of February 10th - Contractor/design team provides a schedule for work completion up to temporary/partial CO for Relays (see above), and for completion of items remaining after temporary/partial CO (final completion of track/soccer building and softball facility; remaining site plan items including remainder of parking, landscaping, roadwork, sidewalks, trails, fencing, etc.).
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- March 26th or 27th - Conduct update/coordination meeting among representatives of Gene Fritzel Construction Co., the Rock Chalk Park project design team, KU Athletics officials and representatives of the City.
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Requirements for temporary/partial occupancy (TCO) of track/soccer facilities

City Commission:

- City Commission approval/authorization of TCO is required prior to occupancy for Kansas Relays (4/1/14 City Commission meeting).

Building and Fire Codes:

- Fire hydrants and fire supply lines operational, tested and approved. **Note:** *This can be scheduled for inspection and testing anytime, weather permitting.* (See Fire Dept. section below).
- Required fire suppression systems operational, tested and approved. (See Fire Dept.).
- Required smoke detection/fire alarm systems operational, tested and approved. (See Fire Dept.).

- Required emergency exit lighting and exit lights operational, tested and approved. (See Fire Dept.).
Note: See "Specific required Fire Dept. inspections and approvals" section below.
- Required emergency egress paths of travel are complete and unimpeded (including all required handrails, guards/guardrails).
- Paved sidewalks/paths of travel are completed and unimpeded from parking lot to all building/stadium entries to be used for Relays.
- Required bathrooms and plumbing fixtures are installed, operational and ADA compliant (includes resolution of ADA accessibility to elevated plunge pools/tubs).
- ADA requirements met in all other public areas to be used during relays.

Note: "Public" occupants do not include construction workers or vendors installing cabinetry, shelving, equipment or similar. "Public" does include facility employees, concession employees, athletes or other general public. Stocking of supplies will not be allowed until a TCO is issued.

Site (SUP) and Public Infrastructure:

- Field lighting is installed as approved by City Commission.
- Adequate parking for the Relays provided, including required ADA parking (numbers to be determined; may include shuttle system from/to remote lots, with team buses probably parked at remote locations, per KU Athletics). Paved parking to be striped, signed, landscape island curbing complete, etc.
- Required fence along east property line installed as required by SUP.
- Access road from George Williams Way reconstructed/repared as required by Public Works.
- Per Public Works, as of 2/3/14, the streets and street connections are installed, although there may be unacceptable work that requires reconstruction or repair prior to the Kansas Relays. The storm water detention ponds are installed and storm sewer systems are complete; the site is being inspected weekly to ensure best management practices/methods are in place and being properly managed. **Public Works Note:** *It is unlikely these public infrastructure items will be officially "accepted" at the time of TCO because all public improvements will be accepted at the end of project, which will most likely be after April.*
- Per Water Utilities, as of 2/3/14, the public waterline and sanitary sewer have been tested and accepted. There are a few Water Utilities issues outstanding (revised waterline easement, irrigation services), but those don't need acceptance/approvals until final use/occupancy of the buildings and site. **Note:** The Water Utilities Department received the 3" water service meter on 1/31/14, which was installed at the facility on 1/31/14.

Other:

- Sign permit package needs to be submitted and approved for any permanent sign installations. (Barry Walthall, Building Safety, has preliminary discussed this with sign contractor).
- Contractor/design team will schedule a block of time for Building Safety Division inspections of stands (stairs, handrails, guardrails, ADA, etc.), as these inspections will take a significant amount of time to complete.

Specific required Fire Dept. inspections and approvals

The comments provided below outline anticipated number of days for completion of each required fire inspection, and assume the required inspection passes the first time. Typically, Fire staff generates a punch-list for the sprinkler system on the rough-inspection when the building is under construction. Fire encourages the contractor to utilize this inspection so as not to run into problems before final inspections. To date (1/31/14), Fire have not been called to schedule this inspection.

Fire will visit the site weekly beginning the week of February 4th, 2014, and will to start generating punch-lists of fire protection and life safety requirements for this project. The inspections will be forwarded on a weekly basis to the Fire Chief and Division Chief of Fire Prevention for status briefs. We will track these status inspections through Innoprise for the permit using Fire Department Finals. Once the contractor is ready for the specific inspection or test they can schedule through IVR.

Inspection Type /Inspection Code #/Comments:

FIRE LINE /607. One day should be scheduled for this test and inspection. It includes a visual inspection, a 2-hour hydro test and an approximate 30-minute system flush following testing. Outside temperature should be considered. **Note:** *This can be scheduled for inspection and testing anytime, weather permitting.*

FIRE SPRINKLER ROUGH-IN/608. One day minimum should be scheduled for this inspection, which will provide a punch-list of portions of the system that are missing or not installed per NFPA 13 standard. Multiple one-day inspections may be necessary, depending on punch-list items.

FIRE SPRINKLER PRESSURE TEST /604. One day to perform a 2-hour above ground hydro test. This is usually performed when system is complete, although, the NFPA standard allows testing if less than 20 heads are lacking (weather permitting).

FIRE SPRINKLER SYSTEM FINAL/605. One day. Flow switch activation, static and residual flow test performed. This can be inspected and tested in conjunction with the Fire Alarm System Final as long as both fire protection systems are complete.

FIRE ALARM SYSTEM FINAL/606. One day minimum required. This can be inspected and tested in conjunction with the Fire Sprinkler System Final, provided both fire protection systems are completely installed.

FIRE DEPT FINAL/505. Usually one day. Multiple days may be necessary to get final punch-list approved and conditions set for TCO.