

RESOLUTION 26-25

**A RESOLUTION TO ADOPT PUBLIC WORKS CIVIL CONSTRUCTION STANDARD
OPERATING POLICIES AND PROCEDURES FOR CAPITAL IMPROVEMENT
PROJECTS AND PUBLIC WORKS PROJECTS**

WHEREAS, the Board of Mayor and Aldermen adopted Resolution 25-292 revising schedule of authorized positions for FY2025-2026, and

WHEREAS, upon adoption of Resolution 25-292, a new Construction Crew Division was established in the Public Works Department for in-house capital improvement projects, and

WHEREAS, the Standard Operating Procedure attached hereto in Exhibit A shall provide guidance for Recommendations of Capital Improvement Projects conducted in-house or outsourced and guidelines for construction projects performed in-house by the Public Works Construction Crew.

NOW, THEREFORE BE IT RESOLVED, that the City of Spring Hill Board of Mayor and Aldermen:

1. Adopts the Public Works Civil Construction Standard Operating Procedures for Capital In-house Project and Public Works Projects.
2. This Resolution shall take effect immediately upon its adoption.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 20th day of January, 2026.



Matt Fitterer, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patriek Carter, City Attorney

STAFF MEMORANDUM

TO: Board of Mayor and Aldermen

FROM: Tyler Scroggins, Public Works Director and April Watson, Public Works Project Manager

DATE: 1/20/2026

SUBJECT: Public Works Civil Construction Standard Operating Procedures for Capital Improvement Projects and Public Works Projects

BACKGROUND:

Board approved Resolution 25-292, adopting a revised schedule of authorized positions for the Public Works Department on December 15, 2025. The Resolution approved an in-house construction crew for the Public Works Department.

Based on the approval of the revised authorized positions and approved funding for vehicles and equipment, Public Works has established Standard Operating and Procedures for the Public Works Construction Crew and In-house projects.

This Standard Operating Procedure will provide a consistent, transparent, and justifiable methodology for determining whether Public Works Projects and Capital Improvement Projects should be executed in-house or outsourced to external contractors.

It also establishes standardized procedures for planning, executing, and completing projects safely, efficiently, in compliance with regulations and public expectations.

SUPPORTING DOCUMENTS:

Standard Operating Policy and Procedure



City of Spring Hill | Department
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	<p style="text-align: center;">Public Works Civil Construction Standard Operating Policies and Procedures for Capital Improvement Projects and Public Works Projects</p>	<p style="text-align: center;">Board Adopted Policy</p>
Job Title: Director, Public Works	Policy Owner: Public Works Administration	
Date Adopted: 1/20/2026	Date Amended: Click or tap to enter a date.	
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1. PURPOSE

1.1 Purpose

The purpose of this Standard Operating Policy and Procedure (SOP) is to provide a consistent, transparent, and justifiable methodology for determining whether Public Works Projects and Capital Improvement Projects (CIPs) should be executed by in-house crews or outsourced to external contractors. This SOP also establishes standardized procedures for planning, executing, and completing projects safely, efficiently, and in compliance with all applicable regulations and public expectations, ensuring optimal use of staff, equipment, funding, and project delivery timelines.

2. SCOPE

2.1 Scope

This SOP applies to all Public Works civil construction activities, including but not limited to:

- Procurement
- Site development
- Excavation and trenching
- Concrete structures (curbs, sidewalks, retaining walls)
- Structural maintenance
- Roadway and pavement construction
- Utility projects (stormwater, electricity, gas, etc.)
- Drainage channels and erosion control

3. ROLES AND RESPONSIBILITIES

3.1 Public Works Director

- Approves project scope, method statements, schedules, and outsourcing decisions
- Ensures compliance with state, local, and federal regulations
- Provides overall project direction and oversight
- Interfaces with consultants, engineers, city administration, and regulatory agencies
- Coordinates with the CIP Division on right-of-way and easement acquisition
- Conducts project status meetings with the City Administrator

3.2 Public Works Assistant Director

- Conducts surveying and GIS studies
- Builds and transfers models for surveying equipment
- Assists with site surveys and construction layout
- Coordinates closely with the Public Works Director

3.3 Public Works Construction Crew Superintendent

- Oversee daily construction operations
- Conducts job hazard analyses and safety briefings
- Ensure materials and workmanship meet quality standards
- Verifies grades, dimensions, and alignments
- Maintains daily progress records
- Plans and orders materials for daily operations
- Ensures compliance with federal and regulatory guidelines

3.4 Crew Members

- Perform assigned tasks safely and efficiently
- Follow established chain of command
- Report hazards, incidents, or deviations immediately
- Attend required safety meetings

3.5 Equipment Operators

- Operate equipment safely and complete daily pre-trip inspections
- Report equipment defects or hazards immediately
- Follow chain of command and safety protocols

3.6 Traffic Control Personnel

- Install and manage traffic control plans (TCPs) in accordance with MUTCD
- Monitor and adjust traffic control devices as required
- Report hazards and maintain safety compliance

4. CONSTRUCTION HOURS AND OVERTIME

4.1 Standard Work Hours

- Construction crews are guaranteed a minimum of 40 hours per week
- All work hours shall comply with City noise ordinances and operating policies

4.2 Overtime Authorization

- Overtime must be approved by the Public Works Director
- Planned overtime shall be identified during weekly meetings and project schedules
- Emergency overtime may be verbally authorized and documented in writing as soon as practical
- All City overtime policies shall be followed

4.3 Overtime Appropriateness

Overtime may be authorized under the following conditions:

- Critical schedule impacts
- Public safety concerns
- Operational efficiency requirements
- Emergency or unplanned events
- Regulatory or environmental constraints

5. WEATHER IMPACTS ON CONSTRUCTION TIMELINES

5.1 Weather Conditions

- Rain and wet weather
- Snow, ice, and winter storms
- Lightning and severe storms

5.2 Rain and Wet Weather Impacts

- Unsafe excavations
- Failed compaction or unsuitable subgrade
- Delays to paving, concrete placement, and striping
- Extended drying and curing times

5.3 Snow, Ice, and Winter Storm Impacts

- Restricted site access
- Unsafe work surfaces
- Material delivery delays
- Suspension of temperature-sensitive work

5.4 Lightning and Severe Storms

- Immediate work stoppages
- Demobilization and remobilization delays
- Delayed inspections and coordination

5.5 Adjusted Work Hours

Weather impacts may require extended or weekend work to maintain project schedules

6. PROJECT SCREENING AND DELIVERY METHOD DETERMINATION

6.1 Initial Project Screening

The Public Works Director evaluates each project based on:

1. Project size and cost
2. Schedule constraints
3. Technical complexity

4. Safety risks
5. Permitting and certification requirements
6. Specialized equipment needs
7. Traffic and utility impacts

Output: Preliminary Complexity Score (Low / Medium / High)

6.2 In-House Capability Assessment

Staffing: Availability, workload, overtime limits

Skills: Required expertise and certifications

Equipment: Availability, condition, and lead time

Productivity: Estimated production versus contractor rates

Output: In-House Feasibility Rating (Feasible / Limited / Not Feasible)

6.3 Cost Comparison

- In-house labor, equipment, materials, traffic control, and overhead
- Engineering and Contractor costs, bid history, and job order contract (JOC) price books (if applicable)

Output: Cost Advantage Assessment (In-House / Contractor / Neutral)

6.4 Risk Assessment

- Safety, liability, environmental, schedule, community, and operational risks

Output: Risk Rating (Low / Medium / High)

6.5 Regulatory and Policy Compliance Review

- Procurement thresholds (thresholds requiring competitive bidding in accordance with the purchasing policy)
- Grant restrictions (Some CIPs must be outsourced)
- Force-account limitations

Output: Regulatory Clearance (Yes / No)

6.6 Decision Matrix and Recommendation

The Public Works Director completes a recommendation matrix:

Category	Rating	Weighted Impact
Complexity	Low/Med/High	✓
In-House Feasibility	Feasible/Limited/Not Feasible	✓
Cost Advantage	In-house/Contract/Neutral	✓
Risk Level	Low/Med/High	✓
Regulatory Compliance	Yes/No	Mandatory

A Recommendation Report is submitted to the City Administrator summarizing the findings

6.7 Final Recommendation

The City Administrator and Public Works Director shall make a final recommendation if

Projects should be delivered:

- **In-House** when capacity, cost, risk, and compliance allow
- **Outsourced** when project exceeds in-house capacity, complexity, or regulations required

A written final recommendation is documented and stored in the project file

6.8 Documentation and Recordkeeping

All screening, assessment, cost analysis, and recommendation records shall be archived in the Public Works project file

7. PROCUREMENT AND CONTRACTING

7.1 Procurement Procedures

A. In-House Projects

- Once final recommendation has been made for in-house projects by the City Administrator and Public Works Director, the Public Works Director shall bring the project before the board for approval.

- Once approval has been received by the Board, the City Administrator and Public Works Director shall work with the appropriate Departments and/or Divisions to ensure project funding before beginning the project

B. Out-Sourced Projects

- Once final recommendation has been made for outsourced projects by the City Administrator and Public Works Director, the Public Works Director shall notify the appropriate Departments and/or Divisions that the project needs to be outsourced and cannot be completed in-house
- All outsourced projects shall follow city ordinances and guidelines (i.e., permits, codes, site development, building, etc.)

C. Review

The City Administrator and appropriate Departments and/or Divisions (as decided by the City Administrator) shall review with the board in-house constructed projects annually and update on the cost benefit and status of upcoming projects

7.2 Contracted Services

When the project requires subcontracted work (e.g. striping, boring, testing, electrical, gas, etc.)

- Consulted Engineering firm and/or city staff shall prepare scopes, specifications, and bid documents
- Follow City procurement and competitive bidding policies. Bid packets shall be provided to the Purchasing Agent for posting on approved projects.
- Public Works Director shall monitor contractor performance and document progress on all in-house projects
- CIP Director should monitor contractor performance and document progress on all outsourced non-utility projects

8. WORKSITE SETUP AND PREPARATION

8.1 Project Review and Approvals

- Review engineering drawings, specifications and permits
- Ensure compliance with all city departments and UDC guidelines
- Ensure all approvals have been obtained from TDOT, Development Services, Planning Commission and TDEC
- Verify environmental and utility clearances
- Conduct site walkthrough to identify hazards, access routes and staging areas

8.2 Utility Coordination

- Submit 811 requests
- Coordinate relocations and shutdowns
- Verify utility clearances
- Ensure all approvals have been obtained from TDOT and TDEC

8.3 Pre-Job Safety Meeting

- Identify hazards
- Review of PPE and emergency procedures

8.4 Traffic Control

- Install and inspect traffic control devices per approved TCPs
- Install signage, barricades, cones, arrow boards and detours

9. CONSTRUCTION OPERATIONS AND SITE PREPARATION

Construction activities shall comply with all Federal, State, and Local requirements, including site development, excavation, concrete work, roadway construction, utility installation, drainage channels, and erosion control as specified in approved plans and permits.

9.1 Site Development (layout and markings)

- Perform surveying and set control points with a total station
- Confirm levels and gridlines
- Mark excavation boundaries, foundation lines and reference points
- Inspect and protect benchmarks and reference pegs

9.2 Excavation and Trenching

- Verify utility locations before digging
- Follow trench safety (shoring/benching) for depths > 5ft
- Provide safe ingress/egress every 25ft in trenches
- Maintain safe distances from heavy equipment
- Check grade and alignment frequently
- Stockpile material separately (topsoil vs. backfill)

9.3 Concrete Work

- Prepare subgrade and forms according to specifications
- Verify mix design and delivery tickets
- Ensure proper finishing, curing, and protection from weather

9.4 Structural Maintenance

- Install formwork, reinforcement, and anchors
- Follow engineered temporary support procedures
- Perform concrete placement and curing per structural requirements

9.5 Roadway and Pavement (Construction and Maintenance)

- Compact to required density
- Remove failing spots and proof roll to ensure proper density
- Place aggregate base in layers; compact uniformly
- Verify thickness and density
- Ensure correct temperatures and lift thickness
- Compact using rollers in proper sequence
- Check joint quality, smoothness, and drainage slopes

9.6 Utility Installation and Repairs

- Install pipes, valves, or conduits per engineering specifications
- Install bedding, haunching, and backfill in compacted areas
- Conduct pressure tests, mandrel tests, or CCTV inspection as applicable
- Install manholes, valves, inlets, and appurtenances per specification
- Backfill with specified materials and compact in lifts (stone preferred)

9.7 Drainage Channels and Erosion Control

- Confirm cross-sections, slopes, and fall
- Ensure compliance with all TDEC regulations
- Mark channel centerline, edges and side slopes
- Excavate to designed width, depth, and side slopes

- Trim surfaces to required tolerance and dispose of soil at approved locations
- Remove soft soil and replace with compacted material.
- Install geotextile separator if needed.
- Place forms for side slopes and bed, install reinforcement (if required), pour concrete, compact and finish surface
- Cut contraction joints at specified intervals and cure adequately
- Prepare bed, place filter layer (sand/gravel or geotextile).
- Install stones and fill voids.
- Construct sumps, screens, gratings, junction boxes, and check structures.
- Ensure access for maintenance
- Erosion control - install vegetative cover (grass seeding or turfing).
- Place erosion control blankets and provide toe protection
- Lay filter layer or geotextile, place riprap stones and ensure proper interlocking and stable slopes
- Assemble and place gabion baskets on level foundation, fill with approved stones, and compact manually
- Construct small barriers to slow water, reduce erosion, or trap sediment and maintain overflow notch and stable aprons
- Stormwater Division shall conduct weekly inspections to ensure compliance with all erosion control

10. QUALITY CONTROL

- Conduct inspections at key stages and as required by all State, Local and Federal Laws (i.e. TDEC, etc.)
- Maintain documentation of materials, measurements, and field decisions
- Photograph critical work stages for accountability
- Ensure all work meets local codes, engineering standards, and project plans
- Correct deficiencies immediately and document corrective actions

11. COMMUNICATION

- Maintain clean, clear communication over designated radio channels
- Be courteous and interact professionally with the public
- Conduct public outreach as required (i.e. HOA meetings, Public Engagement Meetings, on-site notice, message boards, social media updates)

12. EQUIPMENT AND TOOLS

- Perform daily inspections of equipment and tools
- Operators shall complete pre-trip inspections
- Maintain equipment per manufacturer and departmental schedules

13. SAFETY PROCEDURES

- Enforce PPE requirements
- Monitor Environmental and jobsite hazards
- Follow confined space and trench safety regulations

14. DOCUMENTATION AND REPORTING

All labor, materials, incidents, change orders, fees (state, local, federal) and professional services shall be tracked for each project

14.1 Change Orders/Field Decisions

Deviations from plans shall obtain approvals as follows:

A. Public Works Director Approval

- **Dollar Value** - \$0.00 - \$15,000.00 per change order
- **Schedule Impact** – 6-20 calendar days
- **Cumulative Cost** - up to 10% of original contract value (if doesn't exceed \$15,000.00)

B. City Administrator Approval

- **Dollar Value** - \$15,000.00 - \$24,999.00 per change order
- **Schedule Impact** – More than 20 calendar days
- **Cumulative Cost** - up to 15% of original contract value (if it doesn't exceed \$24,999.00)

C. Board Approval

- **Dollar Value** - \$24,999.00 per change order
- **Cumulative Cost** – Exceeds more than 15% of original contract value

- Emergency Change Orders

Dollar values may automatically increase upon approval of amended city policies and Ordinances

15. END-OF-DAY PROCEDURES

- Secure job sites and equipment
- Complete daily documentation
- Clean debris, remove hazards and stabilize exposed areas
- Conduct brief crew debriefing

16. PROJECT CLOSEOUT

- Conduct final inspections with appropriate Departments and/or Divisions
- Complete punch list items
- Restore site conditions (remove temporary facilities, traffic control, etc. and restore disturbed areas (topsoil, seeding, pavement, etc.)
- Public Works Director shall provide the project and cost analysis report in the monthly Public Works staff report to the Board on all in-house projects
- Notify appropriate Departments and/or Divisions project has been completed

17. EMERGENCY RESPONSE

- Follow emergency action plans
- Coordinate with emergency services and maintain emergency kits and list of emergency numbers on site
- Cease work immediately in unsafe conditions