



PRE-CONSTRUCTION MEETING AGENDA

Project:

Date:

Time:

Location:

Location: *City of Southlake Town Hall, Third Floor*

Agenda

1. *Introduction of Attendees*
2. *City of Southlake Points of Contact*

Chief

Construction Inspector: **Mike Moore**
1950 E. Continental Blvd.
Southlake, Texas 76092
Office: 817-748-8095
Fax: 817-748-8103
Cell: 817-228-3240

Construction Inspectors: **Randy Danford**
1950 E. Continental Blvd.
Southlake, Texas 76092
Office: 817-748-8094
Fax: 817-748-8103
Cell: 817-996-3030

Patrick Corbett
1950 E. Continental Blvd.
Southlake, Texas 76092
Office: 817-748-8096
Fax: 817-748-8103
Cell: 817-739-3909

James Stovall

1950 E. Continental Blvd.
Southlake, Texas 76092
Office: 817-748-8066
Fax: 817-748-8103
Cell: 817-458-2064

City Engineer:

Gordon J. Mayer, Jr., P.E.

1400 Main Street, Suite 320
Southlake, Texas 76092
Office: 817-748-8089
Fax: 817-748-8077

Civil Engineer:

Cheryl Taylor, P.E.

1400 Main Street, Suite 320
Southlake, Texas 76092
Office: 817-748-8100
Fax: 817-748-8077

Steve Anderson

1400 Main Street, Suite 320
Southlake, Texas 76092
Office: 817-748-8101
Fax: 817-748-8077

Contractor/Developer's Points of Contacts

- A. Primary Contact-
- B. Other Contact-
- C. Emergency Contact-

3. ***Subcontractors***

- A. Water-
- B. Sewer-
- C. Paving-
- D. Storm Drain-
- E. Grading-

4. ***Distribution of Documents***

- A. Status of Permits -
- B. Status of Insurance Documents -
- C. Status of Payment & Performance Bonds -
- D. Status of Two-Year Maintenance Bond -
- E. Status of Contracts /Inspection Fees and Park Fees -
- F. Status of Plans -

5. ***General***

- A. Layout and surveying, Trench Safety and Quality Control are the Contractor's responsibility.
- B. Construction testing is the Contractor's responsibility except for concrete cylinder testing and density testing on public roadways. Copy the City with all test reports.
- C. All disturbed areas offsite are to be reseeded and vegetation established **prior** to acceptance. Proper erosion control must be in place around pad sites **prior** to acceptance.
- D. Do not operate valves. Contact the construction inspector between 7:00 a.m. and 4:00 p.m. Contact non-emergency dispatch at **817-743-4524** before 7:00 a.m. or after 4:00 p.m.
- E. Site access is the Contractor's responsibility.
- F. Contractor Registration – Building Services (Town Hall – 2nd Floor)

6. **Public Safety**

- A. Traffic Control
- B. Barricades

7. **Working Hours**

- A. Approved working hours are 7:00 a.m. to 9:00 p.m. Monday through Saturday
- B. Contractor to notify Construction Inspector in writing 72 hours in advance (by Wednesday for work on Saturday) if planning to work on Saturday or Holiday.
- C. The Contractor or Developer will be required to reimburse the City the cost of construction inspection overtime should the Contractor wish to work after hours, on Saturdays or holidays.
- D. City Holidays
 - i. New Year's Day
 - ii. Martin Luther King Jr.
 - iii. Good Friday
 - iv. Memorial Day
 - v. Independence Day
 - vi. Labor Day
 - vii. Thanksgiving Day
 - viii. Day after Thanksgiving Day
 - ix. Christmas Eve and Christmas Day

8. **Waterlines**

- A. Stub-outs will be 2 joints with mega-lug fittings and blocked
- B. Service corps and curb stops will be ball valve assembly only
- C. Pressure test will be 150 # for four hours – no exceptions
- D. Mark all Services and valves with 2" high letters
- E. Valve pads to have #3 steel
- F. Blow-off valves installed at any dead ends – 2"
- G. **All fittings to be restrained-joint and blocked.**
- H. All trench backfill under public pavement (both existing and future) to be CTS

9. ***Water Meter Specifications***

- A. All 1” and 2” meters are inventoried and installed by the City. Contractor must complete a Water/Sewer worksheet at the Utility Billing Dept., Town Hall Suite 200, (817) 748-8051, and pay applicable fees prior to the installation of the water meter. Application process normally takes 3-5 business days.
- B. All 4” or larger meters must be purchased by the owner and shipped to the City for installation. Contractor must complete a Water/Sewer worksheet at the Utility Billing Dept., Town Hall Suite 200, (817) 748-8051, and pay applicable fees prior to the installation of the water meter.
- C. Allowed water meter sizes are as follows: 1” (Simple); 2”, 4”, 6” (Compound or Turbo); 8” (Turbo only)
- D. All water meters shall be “Badger” brand with “Orion” brand transmitters for compatibility with the City’s electronic water meter read system.
- E. Failure to meet the above guidelines may result in delay of service activation.
- F. For more information and forms, please visit
http://www.cityofsouthlake.com/SouthlakeGovernment/City_Departments/Public_Works/Water_Meter_Specifications.asp
- G. For any questions, please call Public Works Operations Division at (817) 748-8082 or Kyle Flanagan, Water Supervisor, at (817) 748-8081.

10. ***Sanitary Sewer Lines***

- A. Mark all services and manholes with 2” high letters
- B. Provide bolt-down lids for manholes in the flood plain
- C. Testing required – densities, air, mandrel and television; vacuum for manholes
- D. **Plug lines tied into existing sanitary sewer lines**
- E. All man hole connections will be cored
- F. All trench backfill under public pavement (both existing and future) to be CTS.

11. ***Storm Sewer Lines***

- A. Submit Concrete Mix Design to City for approval. (5 sack minimum)
- B. Densities will be required
- C. All pipes entering manholes or inlets will be grouted
- D. Public storm drain lines will be videoed.

- E. Trench backfill up to top of storm drain pipe under public pavement (both existing and future) to be CTS.

12. *Paving*

- A. Submit concrete mix design to City for approval. (5 sack minimum)
- B. Proof rolling will be required before and after stabilization – if proof rolling fails before stabilization and the contractor moves forward, this will be done at their own risk and the City is not responsible for any additional payment.
- C. Blue buttons at fire hydrant locations are the contractor’s responsibility (To be located perpendicular to hydrants in centerline of pavement)
- D. Dowels 12” o.c. at construction joints
- E. All sawing to be done within 24 hours
- F. Installation of street signs and stop signs are required prior to acceptance.

13. *Red-line drawings*

Shall be submitted to the construction inspector prior to the final walk-thru.

14. *Record Drawings*

Shall be submitted to Public Works prior to final acceptance.

15. *Schedule*

Anticipated Start Date- _____

Anticipated Completion Date- _____

16. *Control of Project Site*

- A. Public Safety and safety in general is of the utmost importance.
- B. Use of city utilities – Water will be metered
- C. Barricades and traffic control (MUTCD)
- D. Contractor will be held responsible for maintenance of all City streets and private property crossings for utility work within their project area during and after working hours.
- E. Contractor will be held responsible for the protection of all private and public property, including trees within the project area.

17. *Erosion Control – Wind and Water*

Contractor will provide and be responsible for all components of erosion control for the duration of the project.

18. ***Storm Water Pollution Prevention Plan – Christi Upton, Environmental Coordinator – (817) 748-8638***

A. If more than one acre and less than five will be disturbed, provide a copy of the construction notice. If more than five acres will be disturbed, provide a copy of the NOI. You must remain in compliance with the state construction permit: www.tceq.state.tx.us, “water” link at the top right hand corner, then “construction storm water permits” link.

B. Primary Contact –

19. ***Tree Protection – Keith Martin, Landscape Administrator - (817) 748-8229***

Contractor will provide and be responsible for all components of tree protection for the duration of the project.

20. ***City-Owned Geodetic Monuments – Patrick Whitham (817) 748-8009***

21. ***Final Acceptance Requirements***

22. ***Open Discussion***