



SOUTHLAKE PUBLIC WORKS

PRE-CONSTRUCTION MEETING AGENDA

Project: **PROJECT NAME (PERMIT-NO)**

Date: **DATE**

Time: **TIME**

Location: **LOCATION**

Agenda

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

Construction Inspector: **NAME**
Address
Southlake, Texas 76092
Cell: XXX-XX-XXXX
Email: email@domain

Development Engineer: **NAME**
1400 Main Street, Suite 320
Southlake, Texas 76092
Office: 817-748-8033
Email: email@domain

Contractor/Developer's Points of Contacts

- A. Primary Contact- **Name – Email - Phone**
- B. Other Contact- **Name – Email - Phone**
- C. Emergency Contact- **Name – Email - Phone**

Subcontractors

- D. Water- **Name – Email - Phone**
- E. Sewer- **Name – Email - Phone**
- F. Paving- **Name – Email - Phone**

G. Storm Drain- Name – Email - Phone

H. Grading- Name – Email - Phone

3. *Distribution of Documents*

A. Status of Permits - Status

B. Status of Insurance Documents - Status

C. Status of Payment & Performance Bonds – Status

D. Status of Contracts /Inspection Fees and Park Fees - Status

E. Status of Plans - Status

4. *General - Contractor's Responsibilities include but are not limited to:*

- A. Trench Safety, Safety in general and Quality Control.
- B. Keeping all roads passable, maintaining access to all drives and entrances and making certain that mail delivery and garbage pickup services can be performed during and after working hours.
- C. Construction staking.
- D. Security and access to materials and equipment.
- E. Protection of all private and public property, including trees within the project area.
- F. Sanitation facilities and job cleanliness.
- G. Notifying all affected property owners and residents of construction activities.
- H. Existing Irrigation Systems – Repaired the same day as damaged.
- I. The contractor is responsible for maintenance of all City streets and private property crossings for utility work within their project area during and after working hours.
- J. All disturbed areas offsite are to be reseeded and vegetation established **prior** to acceptance. Proper erosion control must be in place **prior** to acceptance.
- K. Use of City Water – Contractor may utilize, for construction purposes only, water from City –owned fire hydrant meters. Fire hydrant meters require a deposit to be paid to the Utility Billing Department located in Southlake Town Hall, Suite 200. Meters must be picked up at Public Works Operations located at 1950 East Continental Blvd. A receipt for the deposit will be required when picking up the meter.
- L. **Do not operate water valves.** Contact the Public Works Construction Inspector between 7:00 a.m. and 4:00 p.m. Contact non-emergency dispatch at **817-748-8150** before 7:00 a.m. or after 4:00 p.m.

5. **Testing**

- A. Sub-Grade and Pavement Testing (for Public Paving) including Concrete cylinders will be paid for by the City of Southlake; Re-testing for failed tests will be the responsibility of the Contractor. Copy the City of Southlake with all construction testing reports.
- B. Water Line Testing
 - Densities on backfill
 - Pressure test for water lines is 150#'s for four hours, witnessed by inspector.
 - Hydrostatic testing (including services) required prior to stabilization or paving.
 - Bacteria testing will be done by the City's Operations personnel.
- C. Sanitary Sewer Testing
 - Densities on backfill
 - Air testing
 - Mandrel
 - Television – provide DVD for approval
 - Vacuum test for manholes after final adjustments are made.
- D. Storm Sewer Testing
 - Densities on backfill
 - Television – provide DVD for approval
- E. Paving
 - Proof rolling is required to be witnessed and approved by the inspector before and after stabilization
- F. Any additional testing deemed necessary by the Public Works Construction Inspector at no cost to the Developer
- G. All testing (with the exception of bacteria testing) must be approved prior to stabilizing or paving.

6. **Public Safety**

- A. Public safety and safety in general is of the utmost importance
- B. Traffic Control – The traffic control plans included in the construction plan set shall be followed by the Contractor. If no plan is included in the set or if the Contractor

chooses to provide an alternate plan, the plan must be submitted to the Public Works Construction Inspector for review.

- C. Barricades must comply with MUTCD
- D. Changes to traffic control shall be submitted to the Public Works Inspector two (2) weeks prior to altering traffic patterns or lane closures. This gives Public Works a week to review the revised traffic patterns and a week to make notice to the public.

1. ***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 noon on Wednesday for work on Saturday) if planning to work on Saturday or any City Holiday. Contractor/Developer is responsible for paying all inspector overtime prior to acceptance. No work which requires inspection is permitted on City Holidays.
- C. 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

2. ***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.
3. ***Storm Sewer Lines***
- A. Submit Concrete Mix Design to City for approval. (5 sack minimum)
 - B. All pipes entering manholes or inlets will be grouted
 - C. Trench backfill up to top of storm drain pipe under public pavement (both existing and future) to be CTS.
4. ***Paving***
- A. Submit concrete mix design to City for approval. (5 sack minimum)
 - B. Blue buttons at fire hydrant locations are the contractor’s responsibility (To be located perpendicular to hydrants in centerline of pavement)
 - C. Dowels 12” o.c. at construction joints
 - D. All sawing to be done within 24 hours
 - E. Installation of street signs and stop signs are required prior to acceptance.
5. ***Red-line drawings***
- Shall be submitted to the construction inspector prior to the final walk-thru.
6. ***Record Drawings***
- Shall be submitted to Public Works prior to final acceptance.
7. ***Schedule***
- Anticipated Start Date- Beginning of June
- Anticipated Completion Date- 18 months
8. ***Erosion Control – Wind and Water***
- Contractor will provide and be responsible for all components of erosion control for the duration of the project.

9. ***Storm Water Pollution Prevention Plan – Madisson Dunn, Environmental Coordinator: Email: mdunn@ci.southlake.tx.us / Phone: (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: <http://www.tceq.state.tx.us/> "www.tceq.state.tx.us, “water” link at the top right hand corner, then “construction storm water permits” link.

B. Primary Contact –

10. ***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.

11. ***Final Acceptance Requirements***

(<https://www.cityofsouthlake.com/713/Final-Acceptance>)

- A. Final Plat Recordings
- B. Red-Line Drawings Received
- C. Record Drawings Received
- D. Donated Asset Form Received
- E. Detention Pond Certification Letter
- F. Inspectors OT Reimbursement Received
- G. Benchmark Letter Received
- H. Permanent Erosion Control
- I. Vegetation Established

12. ***Open Discussion***

-Tree protection shall be installed and inspected prior to beginning work onsite.