



**XXXX-XXXX The XXXX – Work Description**

**Street and Road**

**Denison, Texas**

**Pre-Construction Conference**

**City Hall**

**XX XX, YEAR**

**1. Contact Information**

<b>City</b>	<b>Contact</b>
Civil Inspector / <u>City Emergency Contact:</u> Brandon Day	903-647-7781
	<a href="mailto:Bday@denisontx.gov">Bday@denisontx.gov</a>
Civil Inspector:	
Engineering: Fanchon Stearns	903-465-2720 ext. 2085
	<a href="mailto:engineering@denisontx.gov">engineering@denisontx.gov</a>
<b>Developer</b>	
<u>Developer Emergency Contact:</u>	
<b>Contractor</b>	
<u>Contractor Emergency Contact:</u>	
Performing earthwork, paving, storm and utilities	
<b>Geotechnical</b>	
<b>Engineer of Record</b>	

**2. Pre-Construction**

- a. Utility contractor must be registered with the City via the permitting portal MGO prior to work commencing.
  - <https://denisontx.gov/188/Online-Permitting-Registration>
- b. Materials submittals shall be emailed to [engineering@denisontx.gov](mailto:engineering@denisontx.gov). Include Project Name and Number in the subject line.
- c. SWPPP shall be emailed to [engineering@denisontx.gov](mailto:engineering@denisontx.gov). Once approved, erosion control can be installed and must be maintained through the duration of the project.
- d. Traffic control plan should be submitted with proposed dates a minimum of 14 days ahead of proposed lane closure.



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e. Notify inspection 48 hours to breaking ground. They will perform a pre-work inspection and verify that erosion control is installed and SWPPP is posted.

- Inspector will notify contractor if deficiencies exist.

### 3. Permits

a. Submit for a Driveway Permit for connection to public right of ways when ready to construct via City permitting portal MGO.

### 4. Construction

a. Construction scheduled to begin:

b. Days to scheduled completion:

c. Changes amending civil plans marked **For Construction** by the City should be submitted to Engineering by the design engineer prior to construction.

- [Work with the inspector on proposed changes.](#)

d. Weekend work may be allowed. Must request from the Civil Inspector before 12pm on the preceding Wednesday.

- [Working hours 7am to 7pm M-F](#)
- [Early concrete pour requests – coordinate with inspector.](#)

e. Must be a Person in Charge at the site if work is being performed who can answer questions, direct work, and communicate with the Civil Inspector.

### 5. Safety

a. Contractor expected to maintain safety best practices for the site based on the construction activities taking place – hard hats, appropriate footwear, storing of hazardous materials, trench safety, etc.

### 6. Testing

a. Contractor to add Civil inspector, [bday@denisontx.gov](mailto:bday@denisontx.gov), [engineering@denisontx.gov](mailto:engineering@denisontx.gov) to the geotechnical report distribution list.

b. Utilities

- Water – pressure and bac-T. Submit inspection reports.
- Sewer and manholes – hydrostatic, mandrel, and CC TV. Submit inspection reports and video.
- Storm – CC TV. Submit inspection reports and video.

### 7. Post Construction

a. Punch List Walk-Through

- 95% completion with all utilities installed and tested.



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- Must provide .pdf record drawings at the time of scheduling request.
  - Site must be clean and clear for inspection
  - Engineering and other City departments
  - City will provide punch list within 5 business days.
- b. Final Inspection
- All Construction and Punch List items complete
  - Vegetation at 90%
- c. Final Acceptance Application and Checklist
- Once all items have been submitted and accepted by Engineering, the Final Acceptance Application can be submitted to Engineering
- d. Letter of Acceptance
- Maintenance inspections will be done 6 months prior to expiration of maintenance bond.
  - **Public – will be the storm sewer and approaches. Plat and construction plans can be referenced for public vs private.**
- 8. Construction and plan details discussion**



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Final Acceptance Application and Checklist

City of Denison  
Engineering Department  
Project Name and Number:



Final Acceptance Application and Checklist

Close Out Documentation:

- All Punch List Items adequately addressed
- Final Inspection Completed and Passes
- 2 Year Maintenance Bond (begins at Final Acceptance)
- Final record drawings in .PDF
- Final record drawings in .SHP
- Affidavit of All Bills Paid
- Affidavit of Release of Liens
- Complete Inventory List

\_\_\_\_\_ I certify that construction for the above referenced project is complete in accordance with project plans, specifications, and construction contract.

\_\_\_\_\_ All required documentation has been submitted to and accepted by the construction inspector and [engineering@denisontx.gov](mailto:engineering@denisontx.gov).

\_\_\_\_\_ This document, in addition to the Final Payment Application, is my request for a Letter of Acceptance for the above-referenced project.

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Name and Company: \_\_\_\_\_



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Affidavit of All Bills Paid

City of Denison  
Engineering Department  
Affidavit of All Bills Paid



<b>PROJECT NAME:</b>		<b>PROJECT NUMBER:</b> (Staff use only.)
<b>CONTRACTOR:</b>		
<b>DEVELOPER:</b>		

*The Contractor, hereby certifies that, except as listed below, all obligations for all materials and equipment furnished, for all work labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the City or City property might in any way be held responsible have been paid in full or have otherwise been satisfied in full.*

<b>CONTRACTOR SIGNATURE:</b>
<b>PRINTED NAME:</b>
<b>TITLE:</b>
Subscribed and sworn to before me this ____ day of _____, 20____.
Notary Public:
My Commission Expires:



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Affidavit of Release of Liens 1/2

City of Denison  
Engineering Department  
Contractor's Affidavit of Release of Liens



<b>PROJECT NAME:</b>		<b>PROJECT NUMBER:</b>
<b>CONTRACTOR:</b>		
<b>DEVELOPER:</b>		

*The Contractor, in accordance with the Contract Documents, and in consideration for the full and final payment to the Contractor for all services in connection with the project, does hereby waive and release any and all liens, or any and all claims to liens which the Contractor may have on or affecting the project as a result of its contract(s) for the Project or for performing labor and/or furnishing materials in any way connected with the construction of any aspect of the project. The Contractor further certifies and warrants that all subcontractors of labor and/or materials for the Project, except as listed below, have been paid in full for all labor and/or materials supplied to, for, through or at the direct or indirect request of the Contractor prior to, through and including the date of this affidavit.*

**EXCEPTIONS:** If none, write "NONE".

The Contractor shall furnish a bond, acceptable to the City, for each Exception.  
Signature Page Follows



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Affidavit of Release of Liens 2/2

City of Denison  
Engineering Department  
Contractor's Affidavit of Release of Liens



**CONTRACTOR:** Click or tap here to enter text.

**BY:** Click or tap here to enter text.

**TITLE:** Click or tap here to enter text.

Subscribed and sworn to before me this Choose an item. day of Choose an item., 20Choose an item..

**Notary Public:** Click or tap here to enter text.

**My Commission Expires:** Click or tap to enter a date.



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Infrastructure Inventory

City of Denison  
Engineering Department  
Infrastructure Inventory



Prior to Final Acceptance, the following information must be submitted to the Engineering Department:

Project Title:	
Project Number: (Staff use only)	
Linear Feet (LF) of Concrete Street Paving:	
LF of Asphalt Street Paving:	
LF of Concrete Alley Paving:	
LF of Asphalt Alley Paving:	
LF of Storm Sewer:	
Number (No.) of Storm Inlets:	
No. of Storm Manholes:	
No. of Storm Outfalls:	
LF of Water:	
No. of Valves (including hydrant valves)	
No. of Water Meter Boxes	
LF of Sanitary Sewer:	
No. of Sanitary Sewer Cleanouts	
No. of Sanitary Sewer Manholes:	
No. of Fire Hydrants (excluding iHydrants/Smart Hydrants):	
No. of iHydrants/Smart Hydrants:	
No. of Lots:	