

Development Pre-Construction Packet

PRE-CONSTRUCTION MEETING AGENDA

Project Name and Number:

Date:

1. Sign-In (attached)
2. Project Organization and Introductions
 - a. City Contact: _____
 - b. Project Inspector: _____
 - c. Project Engineer of Record: _____
 - d. Construction Contractor: _____
 - i. Traffic Control: _____
 - ii. Utilities: _____
 - iii. Dirt work/Grading: _____
 - iv. Other: _____
 - e. Emergency Contacts
 - i. City: _____
 - ii. Contractor: _____
3. Preconstruction
 - a. Submittals
 - i. Email to engineering@cityofdenison.com
 - ii. Construction Materials must be approved prior to usage.
 - iii. SWPPP, Construction Site Notice, and other TCEQ submittals will be reviewed and approved – must keep posted on site for duration of the project.
 - b. Testing
 - i. Construction Materials Testing:
 1. Provide proof of Construction Materials Testing agreement prior to construction with City Contact and Project Inspector/s on report distribution list.
 2. Geo-Tex, Shawn White swhite@geotex-engineering.com
 - ii. Utilities Testing
4. Construction
 - a. Start Date: _____
 - b. Projected Completion Date: _____
 - c. Working Hours: M-F 8am to 5pm
 - i. Notify Inspector if Saturday or early work is requested.
 - d. Safety
 - i. Proper PPE and trench safety will be required.
 - ii. Must be a Person in Charge at the site at all times when work is being performed.
 - e. Work Permits
 - i. Lane Closure
 - ii. Street Cut

PROJECT NAME Pre-Construction Packet



- f. Street Signs
 - i. City will create and install street signs – coordinate with Project Inspector.
- g. Construction Entrance Location
- 5. Final Acceptance Procedures (attached)
 - a. Punchlist inspection
 - i. Substantial completion: coordinate punch list inspections with Project Inspector.
 - ii. Must provide inspector with .pdf draft of as-builts when scheduling punch list inspection.
 - b. Final Inspection
 - i. 30-45 days after punch list inspection.
 - ii. All punch list items addressed and project ready for acceptance.
 - c. Final Acceptance Checklist (attached)
- 6. Construction Sequencing Discussion and Questions

FINAL ACCEPTANCE PROCEDURES

Punch List Walk-Through

- A punch list walk-through is mandatory prior to final inspection.
 - The punch list inspection should be scheduled once work is 95% completed. All utilities will have been installed, including dry and franchise utilities, and the site will be clean and accessible to inspections.
 - Required punch list inspection attendees:
 - Developer or Construction Manager/Contractor
 - Wet Utilities Contractor
 - City Construction Inspector
 - City Stormwater Inspector
 - City Supervisors from Streets, Signs, Utilities, and other City departments as necessary
 - A punch list will be issued to the Developer or Construction Manager/Contractor
- A .pdf set of record drawings will be submitted to the City Construction Inspector at least 2 days prior to the scheduled punch list walk-through.
- If inspectors arrive for the scheduled walk-through and the site is not ready, the required contractors do not attend, or the walk-through otherwise cannot be completed, it will be cancelled and may be subject to a reinspection fee.

Final Inspection and Acceptance

- Upon completion of the punch list work, the Developer or Contractor will schedule a Final inspection with the City Construction Inspector.
- Additional documentation required prior to acceptance includes:
 - Final record drawings in PDF
 - Final record drawings in CAD with projection and scale factor OR shape file
 - Two-Year Maintenance Bond (bond date begins at final acceptance)
 - Complete Inventory List
 - Affidavit of All Bills Paid
- A Letter of Acceptance will be issued when the project is complete, and all required items have been submitted.

FINAL ACCEPTANCE CHECKLIST

PROJECT NAME: _____

PROJECT ADDRESS: _____

PROJECT NUMBER: _____

Check all that apply:

- Final Inspection complete and passed
- 2 Year Maintenance Bond (bond date begins at final acceptance)
- Final record drawings in PDF
- Final record drawings in CAD with projection and scale factor OR shape file
- Affidavit of All Bills Paid
- Complete Inventory List

I certify that construction is complete, the project passed Final Inspection with the City Inspector, and all documentation has been submitted to engineering@cityofdenison.com.

This document is my request for a Letter of Acceptance for the project, including the request to file plat, issue addresses, and allow for building permitting submittals.

Developer or Contractor Signature: _____

Printed Name: _____

Date: _____



AFFIDAVIT OF ALL BILLS PAID

PROJECT NAME:		PROJECT NUMBER: (Staff use only)
CONTRACTOR:		
DEVELOPER:		

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.

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

INVENTORY LIST

Project Title:		
Project Number:		
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:		
Other:		

SIGN-IN SHEET

ASTERIK/STARS DENOTE EMERGENCY CONTACT			
NAME	ROLE/TITLE	EMAIL	PHONE
**	Project Inspector	ailler@cityofdenison.com	**