

City of San Marcos



PICP Project

PRE-CONSTRUCTION MEETING AGENDA

Project Name _____

Meeting Date _____ **Start Date** _____

Contractor Name _____

City Inspector _____

1. **Introduction** - Sign in sheet & Business cards

2. **General Description of Project**

3. **Review the scope of the project by Engineer**

4. **Prior to Construction:**
 - a) Pre-Construction Video
 - b) Erosion Controls - Installed before construction can start.
 - c) Traffic Control - Approved and installed prior to construction starting.
 - d) Submittals/Cad Files - Approved before construction can start.
 - e) Construction Staking - Cut sheets are required to be provided to the inspector prior to any excavation. The cut sheets shall be prepared under the supervision of a Registered Professional Land Surveyor authorized by and in good standing with the State of Texas. Each cut sheet must be stamped.

5. Construction:

A. Construction Requirements

- a. Competent Person - On site at all times
- b. Contact Person - This person must be available 24/7
- c. Testing Lab_____ 24 hour notice is required for all testing. The inspector must be present for all testing and all reports are submitted to the inspector.
- d. Weekend and Holidays - No Work on Sundays or Holidays. See Saturday work request for Saturday inspection.
- e. Trench Safety - Are site specific. The trench safety plan must be sign and sealed by Registered Professional Engineer licensed by the State of Texas. It's the contractor responsibility to ensure what he submitted matches what's on the project.
- f. Confined Space – Your procedure as well as your sub-contractors procedure will need to be submitted.

B. During Construction

- a. Pipe - Install pipe with straps. No chains or cables are allowed.
- b. Existing Utilities - All manholes and water valves must be accessible at all times.
- c. Water Valves - The contractor shall not operate any of the existing water valves. (Water Department Only)
- d. Water Shut Outs - 15 working day process from the time the information is submitted.
- e. Thrust Blocks - No Thrust blocks allowed.
- f. Revegetation – All slopes, head walls, behind wheelchair ramps, etc. will need retention blanket. This does not constitute as 70% of growth.

C. Pre walk

- a. Inspector and contractor will walk the site and develop a pre punch list. Redline between City plan set and contractors will be reconciled. Contractor to provide redlines to design engineer.
- b. GPS - All water valves, fittings and wastewater and storm drain manholes must be GPS per city standers.
- c. a final will be schedule when all work has been completed and record drawing are approved

D. Final Walk Through

- a. It takes 5 days to schedule the final to allow other departments to attend.
- b. Punch List - During the walk through a punch list will be generated. When the punch list items have been completed the inspector will confirm all punch list items have been completed.

6. Close Out Packet - Must be filled out and return to the city engineer. Upon review, the Certificate of Acceptance will be executed and a copy be delivered to the owner.

7. Open discussion for questions and comments.