



PUBLIC WORKS DEPARTMENT

PRE-CONSTRUCTION MEETING FORM

Project Name: _____ Date: _____

Project No.: _____ By: _____

Emergency Contact: _____
(Name) (Phone)

Entity	Name	Address	Phone
Developer			
General Contractor			
Sub-Contractor			
Sub-Contractor			
Engineer			
Architect			
Certified TESC Lead (must be local)			
City Planning Director		325 Metcalf Street Sedro-Woolley, WA 98284	360-855-0771
City Building Official		325 Metcalf Street Sedro-Woolley, WA 98284	360-855-0139
City Engineer/Engineering Plans Reviewer		325 Metcalf Street Sedro-Woolley, WA 98284	360-855-3219
Engineering Technician/Project Inspector		325 Metcalf Street Sedro-Woolley, WA 98284	360-855-9931

AGENDA FOR MEETING (Checked Items Have Been Discussed)

1. BUILDING DEPARTMENT COMMENTS:

Special Conditions:

2. PLANNING DEPARTMENT COMMENTS:

Special Conditions:

SEPA Conditions:

Sensitive Area Conditions:

3. PUBLIC WORKS COMMENTS:

Public Works Special Conditions

4. DOCUMENTS REQUIRED AT THE PRE-CONSTRUCTION CONFERENCE:

- Issued Permit And Approved Construction Plans
- Copy Of Certificate Of Liability Insurance Naming City Of Sedro-Woolley As Additional Insured

5. DOCUMENTS REQUIRED AT THE JOB SITE WHILE UNDER CONSTRUCTION:

- Approved plans, shall be annotated with any revisions made during construction.
- Building Permit
- Right of Way Permits, Clearing and Grading form, etc.

6. REFERENCED DOCUMENTS:

- City of Sedro-Woolley Design and Development Standards
- Sedro-Woolley Public Works Department Standards (SWPWDS)
- DOE Stormwater Management Manual for Western Washington (SWMMWW), current edition
- WSDOT/APWA Standard Specifications and Plans, current edition
- Call One-Call (1-800-424-5555) and locate all existing Utilities prior to starting any work
- Call City of Sedro-Woolley Street Department for Storm Drainage Location – 360-856-0151
- Contact WSDOT Development Services – 360-757-5999, if work impacts SR9 or SR20

7. GENERAL REQUIREMENTS:

- Safety: Contractor is responsible for safety on site. City may contact WISHA at any time as necessary.
- Hours of construction: Monday - Friday 7:00 am to 9:00 pm; Saturday and Sunday 8:00 am to 9:00 pm. Authorization to work outside these hours must be granted by the City Supervisor.
- Procedure for Deviation from Approved Plan: Any minor deviations to the approved plans must be reviewed and approved by the inspector prior to construction. Significant revisions to plans shall be submitted to and approved by the City of Sedro-Woolley Public Works Engineer prior to construction of work.
- All materials used must meet WSDOT, APWA and Sedro-Woolley specifications. All materials not meeting these specifications must be removed as directed by the inspector.
- Electrical permit for power service required.

8. SAFETY AND HAZARDS:

- Protect the traveling public. Ensure pedestrian safety, particularly along school routes, provide for emergency services and vehicles and protect site from children.
- Traffic signing must be meet Manual Uniform Traffic Control Devices (MUTCD) standards, current edition.
- Flaggers must have cards and must have attended a flagging course or an off duty police officer

may be hired.

- Sequential arrow board signs may be required on all major streets in addition to flaggers.
- Traffic Control: Submit traffic control plan to inspector 3 days (72 hours) prior to any lane closures, rerouting of traffic, etc. No Detours or Closures Allowed without approval from Public Works Director, Fire Chief, and Chief of Police.
- Provide barricade as follows:
 1. Temporary closures.
 2. Street termination and temporary turnarounds.
 3. Flashing lights must be on barricades for nighttime visibility.
- Haul routes: Submit a haul route for trucks using City streets prior to performing work. Cover all materials, as necessary, to prevent debris from falling onto public streets. Sweep any debris deposited on roadways outside of construction limits.

9. THE PUBLIC WORKS DEPARTMENT INSPECTOR MUST BE NOTIFIED AT LEAST TWO WORKING DAYS BEFORE THE FOLLOWING STAGES OF CONSTRUCTION:

- Prior to starting work
- Prior to starting any underground utility work or street embankment within public right of way
- Prior to placing curb, gutter, and sidewalk forms and pouring concrete
- Prior to pouring cast-in-place concrete structures, e.g., traffic signal and street light bases
- Prior to placing crushed rock on roadway subgrades paving roadways
- Prior to installing control structures for storm water facilities

10. TEMPORARY EROSION/SEDIMENTATION CONTROL PLAN (TESC):

- Erosion and sediment controls shall be installed as the first step of construction. Verify construction schedule and sequence:
 1. Construction Entrance with non-woven filter fabric.
 2. Silt fences - Bury bottom of fence with compacted native material.
 3. Install Silt traps/ponds as required.
 4. Storm drain inlet protection of all on-site and off-site catch basins - Placing filter fabric between frame and grate on catch basins on and off-site is not allowed.
 5. Protect all streams and water bodies.
 6. Control Dust.
 7. Use only orange construction fencing to delineate "KEEP OUT" areas.
- The following areas shall be flagged:
 1. Wetlands,
 2. Streams,
 3. Lakes and ponds,
 4. Steep slopes,
 5. Native Growth Protection Areas (NGPA) and Protected Critical Areas (PCA).
 6. Significant Trees - Install orange construction fence around dripline of tree.
- The Public Works Inspector may require additional erosion and sedimentation control measures based on field conditions and weather.
- Erosion and sedimentation controls are required throughout the life of the project. Contractor shall inspect site after each rain event to ensure TESC measures are effectively working.

- Control mud onto streets:
 1. Install rock pad. Use truck wash depending on site conditions.
 2. Wash truck tires if necessary.
 3. Keep adjoining roads clean. Clean roadways with sweeper; do not use water trucks.
- All cleared areas must be mulched and seeded or otherwise stabilized within 15 days to prevent sediment-laden water from leaving the site or entering the storm drainage system.
- Provide an area on-site for cleaning concrete trucks and hand tools. Effluent from concrete operations shall not enter any storm drainage systems.
- Use spill response kits (from Pacific Marine Environmental or equivalent) when constructing near bodies of water.
- Trackwalk all slopes.
- Manufactured "silt socks" on ALL catchbasins on site and downstream of site where exposed to sediment-laden runoff. Filter fabric stretched over or under catchbasin grates is not an acceptable alternative.

11. PERMANENT STORM DRAINAGE FACILITIES:

- Location conflicts - Relocation shall be designed by a design engineer and approved by the City Review Engineer.
- Drainage Structures:
 1. All Sections including adjustment sections - requires rubber gaskets.
 2. Grout catch basins to create a watertight structure.
 3. Ladders - extend to within 12 inches from bottom of catch basins and securely fasten to CB.
 4. Stencil at inlets "Outfall to stream--Dump no pollutants, City of Sedro-Woolley, Storm or Drain".
 5. Locking covers and grates required outside of traveled roadway.
 6. Wire mesh reinforced collar required for all frames outside of asphalt/concrete paved areas.
- Lot stub outs installed and staked prior to final construction approval.
- Biofiltration swales:
 1. Uniform profile shall be along entire length of swale, no ponding.
 2. Bottom width shall be level and uniform.
 3. Construct side slopes per plan.
 4. Provide copy of seed mix label to inspector prior to seeding. Water the seed mixture as necessary to ensure germination.
 5. Shall be operational before acceptance.
- Overflow, spillways, gravel filter windows, must be constructed per plans and spec's, no deviations. As-built for verification is required.
- Quarry rock must be sound "hard" durable rock. No recycled material, concrete, or asphalt rubble.
- Bevel ends of culverts.
- Vaned grates required for all CB's located in rights-of-way.

12. RETENTION/DETENTION FACILITIES AND WET POND/VAULTS:

- Property corners on easements and tracts must be permanently staked and facilities must be built within the easement as shown on the plans.
- Secure site with fence and access gate.

- Pond slopes shall be 3:1 or flatter except where noted on approved plans.
- Provide access road to control structure, pond bottom, and to all vaults or tanks.
- Restrict or "T" section riser and gate control assembly:
 1. Required inspection of "T" section prior to installation to verify orifice sizes.
 2. Shear Gate and pipe joints must be watertight.
 3. Provide a minimum 2 foot radius clearance area around ladder.
 4. Provide a minimum 2 foot of clearance between riser and inlet pipe(s).
 5. Install riser straps and gate rod.
- Covers on Restrict or and access manholes must be solid, round, locking lids marked "Storm" or "Drain".

13. ROADWAY CERTIFICATION REQUIREMENTS (Minimum test and sample frequency) (Additional tests may be required as the inspector deems necessary.):

- Density Tests, WSDOT Sec. 2-03.
Performed by: City-approved Independent Lab
- Compaction Control Tests methodology:
 1. WSDOT Method 609 (Standard and Modified Proctor) non-granular materials.
 2. Granular materials, WSDOT Method 606 (maximum density curve) granular materials greater than 25% retained by No. 4.
 3. Proper moisture must be maintained throughout placing and compacting; moisture for compaction must be within 3% of optimum.
- Trenches: See SWMC Section 15.40. and Sedro-Woolley standard Trench Detail(s).
Sanitary, storm, water, gas, and power, etc., in the roadway prism:
 1. One test per 100 lineal feet, minimum, on roadway.
 2. Test up to 50% trench depth 95% compaction required.
 3. One test per 100 lineal feet, minimum, under curb.
 4. Water mains WSDOT/APWA Sec. 701-.3(1) 95% of maximum density as determined by ASTM D1557 (Standard Proctor).
 5. In place densities shall be determined by nuclear methods.
- Sub-grade, WSDOT/APWA Sec. 2-06.
 1. One test per 100 linear feet, minimum, on each foot of fill.
 2. A minimum of one test per lift.
 3. Compaction method "B" shall be used unless otherwise specified.
 4. All materials must be from WSDOT pre-qualified pits.
 5. Compaction reports must be submitted to inspector before placing crushed surfacing, asphalt, concrete curb, and sidewalk (including trench restoration when tests may be required in each lift).
 6. Inspector may require additional tests on subgrade, concrete, or asphalt. The contractor shall pay for the costs of testing.
 7. Density test reports must be performed one week, and submitted to the inspector at least three days prior to installing paving, sidewalks or curbs.
 8. The developer/contractor shall "proof roll" the sub-grade, while the Public Works inspector is present, to verify the sub-grade is visibly firm, compact, and suitable for surfacing. Compaction reports shall be submitted to the Public Works Inspector.
- Asphalt Construction, WSDOT/APWA Sec. 5-04.
 1. Surface smoothness maximum variation in 10' parallel to center line is 1/8" and transverse 1/4".
 2. Compaction (92% of maximum density).
 3. Five tests per day or 400 tons, or minimum of two tests.
 4. Thickness verified by coring, two cores per 50,000 sf or fraction thereof, or as determined by inspector in field.

5. All asphalt to be removed must be saw cut. Additional asphalt may be required for removal by the inspector.
6. Abutting edges, curb, and ATB, must be thoroughly cleaned and tacked prior to asphalt paving, with CSS-1 or STE-1. Seal all final joints, and over cuts of saws with same.

Concrete Construction.

1. Tests, WSDOT/APWA Section 8-94.3(1) and 6-02.3(2).
Performed by: _____.
2. Weather limitations. During the first 14 days of curing, the contractor must protect from freezing.
3. Concrete specification is 5¾ sack, 1¼ rock, air entrained, 3" slump and must be verified on delivery tickets. Any deviation from this specification must be requested in letter form, 48 hours before concrete is placed.
4. Clear curing compound required.
No Calcium Chloride allowed.
5. Protect concrete. No graffiti, footprints, or other objectionable marks allowed or panel will have to be replaced.
6. No Monolithic Pours.
7. Curbs shall conform to WSDOT standard plans.
8. Joints in curb and gutter shall conform to ...
9. Wheelchair ramps shall conform to WSDOT Standard Plans and Sedro-Woolley Detail(s).
10. Concrete Structures Certification: Bridges, Retaining Walls, and Retention Vaults designed by a professional structural engineer require special inspections by same.
11. No saw cutting joints. Joints in sidewalk must align with joints in curbs.
12. 12" diameter PVC Sleeve 18" in depth for all mail box post and sign posts in sidewalks.

14. ILLUMINATION AND TRAFFIC SIGNAL INSTALLATION

- Test Cylinders to be made by an independent lab. Results of breaks to be sent to the City Inspector.
- WSDOT Traffic Signal Technician may assist with final inspection.

15. RESTORATION OF THE RIGHT-OF-WAY

- Contractor must leave right of way in a condition equal to existing or better than pre-construction condition.
- Seed, mulch, and fertilize for erosion control and appearance.
- All drainage systems must be fully restored and operational before final acceptance.

16. PERFORMANCE & ACCEPTANCE OF WORK

- Final Inspection and Final Acceptance
1. Call PW inspector to schedule final inspection. Allow 5 days for the PW inspector to prepare list of deficiencies (punch list).
 2. Complete punch list items before calling for re-inspection.
 3. The applicant shall respond and correct punch list deficiencies prior to construction acceptance.
- Note: The hourly rate to conduct inspections is \$45.00/hr for the Public Works Inspector and \$70/hr for the City Engineer.

17. RELEASE OF PERFORMANCE/MAINTENANCE BOND OR ASSIGNMENT OF FUNDS

- Prior to release of Performance Bond or assignment of funds, the following shall be completed:
1. Record Drawings submitted to and accepted by the City.
 2. Payment of all unpaid fees (including inspection and Record Drawing review fees).

- 3. Public Works Inspector verification that all punch list deficiencies have been corrected.
 - 5. Verification that Statutory Warranty Deed or Easement documents related to right-of-way dedication or easement dedication have been recorded and fees paid (if applicable).
 - 6. Maintenance Bond for two years from final acceptance for 25% of the estimated value of the civil improvements within city right of way.
- Note: The hourly rate to perform as-built review is \$70.00/hr.

18. FINAL ACCEPTANCE / 2-YEAR MAINTENANCE INSPECTION AND RELEASE

- Applicant is responsible for maintaining all private and public operating systems and all site work for a period of 2 years following final acceptance of the project (post performance).
- Prior to releasing the maintenance bond or assignment of funds, the following shall be completed:
 - 1. The applicant shall call the Public Works Department to schedule a 18-monthr maintenance inspection; a punch list of deficiencies will be prepared if necessary.
 - 2. The applicant shall respond and correct punch list deficiencies (if required).
 - 3. Pay all unpaid fees (includes inspection fees).

19. SIGNATURES:

As Developer or Designated Representative, I understand the requirements of the City of Sedro-Woolley Inspection procedures and agree to abide by the conditions of the permit and the procedures discussed.

Signature

Title

City Inspector

City Engineer / Review Engineer