



P.O. Box 307 • 113 W. Broadway • Prosper, TX. 75078 • 972.346.2640 • Fax. 972.347.2111

PRE-CONSTRUCTION CONFERENCE

Project Name: _____

PLEASE PLACE THE PROJECT NAME ON ALL CORRESPONDENCE/DOCUMENTS ASSOCIATED WITH THIS PROJECT.

Date: _____ Time: _____ am/pm

Project Owner: _____

Engineer: _____

Project Layout and Construction Staking: _____

Verification responsibility by: _____

Primary Contractor(s): _____

Primary Construction Inspector: _____

I. ATTENDANCE: (See Attached List)

II. ESSENTIALS:

- a) Final Plat of property: Approved _____; To be recorded in Collin / Denton County
- b) Easements in order for: Drainage _____ Franchise utilities _____ Other _____
- c) Permits for: Highway _____ Railroad _____ Other _____
- d) T.C.E.Q. Storm Water Permits For Construction: General or Individual Permit coverage, SWPPP, and Appropriate Forms and Notices filed? ____ yes ____ no ► mail legible copy(s) to Frank E. Jaromin
Responsibility: _____
- e) Erosion Control Plan submitted? ____ yes ____ no
Responsibility: _____
- f) Trench Safety Plan submitted? ____ yes ____ no ► submit one original signed by P.E.
Responsibility: _____
- g) Public Utilities: Electricity _____ Gas _____ Telephone _____

TV Cable _____ Other _____

- h) Lab designated _____ (Only signed original reports will be accepted.)
All testing related to public improvements shall be forwarded to Frank E. Jaromin, P.E

Remarks: _____

II. WASTEWATER UTILITIES (Sewer) _____

Contractor: _____

a) Offsite Line required: _____

b) Easement(s) or Permit(s) for offsite lines: _____

c) Embedment of Pipe Section: _____

d) Pipe Materials: "Green" in color: _____
4" - 15" Pipe: PVC SDR 35 or 26 (ASTM D3034)
18" and larger Pipe: PVC ASTM F679
Other: _____

e) Manholes (Require extended base/wide bottom and rain caps):
 Pre-cast _____
 Poured in place _____

f) Clean-outs require plugs _____

g) Service Lines: (For residential subdivision, extend lateral 10' past property line to max. 5' depth of final grade, install 45° bend, extend, and cap to 4' above final grade)

h) Trench Backfill: For projects in the Austin Group formation - 95% std. proctor, 0 to +4% of optimum moisture; for projects in the Eagle Ford formation - 95% std. proctor, +3% of optimum moisture; Testing frequency for all projects: 1 set of density tests per 2 feet of backfill starting 2 feet above the pipe: every 300 L.F. of main trench, every other main stubout crossing R.O.W. or Firelane easement, and every 6th long service; each MH needs spiral tests around each quadrant per two feet of backfill. Reference test locations by sanitary sewer main stationing and description; use lot and block description for services.

i) Testing:
 Mandrell
 Air
 T. V. Camera
 Manhole Vacuum
 Other _____

j) Other: _____

III. WATER UTILITIES _____

Contractor: _____

a) Offsite Line required _____

b) Easement(s) or Permit(s) for offsite lines _____

- c) Embedment of pipe section: _____
- d) Gate Valves: J&S _____ Waterous _____ Other _____
(Valve boxes shall be entirely cast iron.)
- e) Fire hydrants: Kennedy K81-D _____ Waterous _____ Other _____
- f) Location per plan; other _____
- g) Pipe Materials: "Blue" in color: _____
4", 6", & 8" Pipe: PVC DR 18 C900
12" Pipe: PVC DR 18 C900
Pipe larger than 12": PVC DR 18 C905
Other: _____
- h) All iron fittings, valves, hydrant leads & barrels, etc. require polyethylene encasement
- i) Service lines: 3408 Polytube with Stainless Steel Inserts: 1" minimum _____
- j) Trench backfill: For projects in the Austin Group formation - 95% std. proctor, 0 to +4% of optimum moisture; for projects in the Eagle Ford formation - 95% std. proctor, +3% of optimum moisture; Testing frequency for all projects: 1 set of density tests per 2 feet of backfill starting 2 feet above the pipe: every 300 L.F. of trench, every other main stubout and FH lead crossing R.O.W. or Firelane easement, and every 6th long service. Reference test locations by water main, sanitary sewer, or paving stationing and description; use lot and block description for services.
- k) Sterilization plan Submitted.
- l) Testing: Pressure - 200 psi for 3 hours
Bacterial - N.T.M.W.D. or any T.C.E.Q. approved lab
- m) Other: _____

IV. STORM SEWER (Drainage) _____

Contractor: _____

- a) Offsite lines or easements required _____
- b) Easement(s) or permit(s) for offsite lines _____
- c) Reinforced concrete pipe is required in all R.O.W. and firelane easements.

Embedment of pipe section: _____

- d) Box culverts:
Pre-cast: Requires supplier's certification for design strength and materials _____
Poured in place: Requires batch design and 4 sets conc. cylinders, not less than 1 set per day or per 5000 sq ft surface area for slabs and walls
- e) Trench backfill: For projects in the Austin Group formation - 95% std. proctor, 0 to +4% of optimum moisture; for projects in the Eagle Ford formation - 95% std. proctor, +3% of optimum moisture; Testing frequency for all projects: 1 set of density tests per 2 feet of backfill starting 2 feet above the pipe/culvert: every 300 L.F. of main trench, every other main, stubout, culvert, and lateral crossing R.O.W. or firelane easement; each MH or junction box needs spiral tests around each quadrant per

two feet of backfill. Reference test locations by storm sewer main line, culvert description and stationing and lateral description as applicable.

f) Drainage inlets: Curb: 10'-3'-10' throat block out _____
Recessed: 10'-18"-10' throat block out _____
"Y" type: Requires 3' concrete non-mow strip _____
Other: _____

g) Other: _____

V. PAVING _____

Contractor: _____

a) All streets, alleys, and firelanes require a minimum of 6" compacted lime stabilized subgrade to a distance of 12" beyond the back of curb or edge of pavement. The application rate shall be determined by a lime series to reduce the plasticity index (P.I.) to 15 or less as conducted by an approved testing laboratory; the Town will add 1% for field variation. Subgrade testing (includes firelanes): Gradations/pulverizations every 300 l.f.; P.I.'s every 300 l.f.; Densities (95%, 0 to +4% of optimum moisture) every 300 l.f.: lt-cl-rt); Lime depth checks every 300 l.f.: lt-cl-rt.

Other _____

b) All final density control shall be received and reviewed by the Town prior to any subgrade work. Upon request, a letter (Paving Release) can be issued by the Construction Inspection division when all underground (wet & dry utilities) construction and testing, lime series, and moisture treatment (as applicable) are complete and associated reports are received. As an alternate, the developer's testing laboratory may issue a Utility Release for Subgrade Work. This standard form is available from the division and will be countersigned upon verification of the above.

c) 2 Batch designs required: One each for machine and hand pours (Sulfate resistant concrete: a minimum of Type II cement and 25% Class "F" fly ash with a max. w/cm ratio of 0.45 are required for projects in the Eagle Ford formation based on sulfate content of soil.).

- Plant _____
- Ready Mix _____

d) Forming of pavement:

- Slip form (Required for all streets and alleys)
- Hand form _____

e) Lay-down curbs shall be installed at street/firelane intersections and alley approaches.

Other _____

f) Test cylinders: 1 set of 4 every 100 to 150 c.y. poured, but no less than 1 set per pour or per day – 1 @ 7 days, 2 @ 28 days, and hold one. 56 day breaks will not be considered. Minimum 28 day design strength for all streets, alleys, and firelanes is 3500 psi. If 28 day strength is not attained, the laboratory needs to schedule cores to prove out the deficient areas no more than 2 days beyond 28. Concrete areas with strength cores less than 3500 psi will be assessed a penalty or be removed and replaced according to Town criteria. As a minimum, all reports shall indicate unit weight, air content, slump, and ambient/concrete temperatures. Town air requirement is 3-6%. All streets, alleys, and firelanes shall also be cored for depth every 300 l.f.: staggered lt-cl-rt. There shall be a minimum of one core per approach and two cores per decel./accel. lanes. There is a minimum of one quarter inch tolerance for all concrete depths. Concrete areas more than one quarter inch shy will be assessed a penalty or be removed and replaced according to Town criteria.

h) Other: _____

VI. GENERAL

It is not the intent of this Preconstruction Conference to cover all details and/or specification requirements of the Town of Prosper. All work and materials shall be in accordance with the Town's standard specifications, general design standards, ordinances, rules, policies, requirements and regulations, as well as any other applicable state and/or federal rules, regulations and/or requirements, as they exist or may be amended. Engineering drawings shall govern for construction of all Civil Improvements.

Observation of Construction will be conducted by the Town of Prosper through two (2) departments: Construction Inspection will observe all new installations or extensions of sanitary sewer mains and services, water mains and services, storm sewer mains, and related appurtenances, and public streets and their approaches, and retaining walls. Building Inspection will observe all private work outside R.O.W., such as fire lane construction, flat work, building pads, and other building related work.

Street identification signs shall be furnished and paid for by the Owner/Developer. All required poles and other signs, such as "STOP" and permanent traffic control signs and pavement markings, shall be paid, furnished, and installed by the Owner/Developer.

Traffic control signs during construction shall be furnished, monitored, and maintained on a daily basis in accordance with the TMUTCD by: _____

SAFETY RULES AND REGULATIONS ARE THE CONTRACTOR'S OBLIGATION TO BE OBSERVED FOR TRAFFIC AND OSHA REQUIREMENTS ON ALL CONSTRUCTION PHASES OF THIS PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE TO SEE THAT ANY AND ALL PROVISIONS OF THE VARIOUS REGULATIONS ARE MET AND COMPLIANCE IS OBTAINED.

Individual through which all requests for changes to plans or specifications should be channeled:

Contact Name	Company Name	Telephone Number
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Project Plans / Specifications Modification Procedure:

- Review and approval by Design Engineer
- Approval by Owner
- Submit to Town for approval

Record Plans are the responsibility of the Contractor during construction. The Engineer of Record will use the furnished information in order to complete the Record Plans.

Preliminary Inspection Procedure: One (1) set of Preliminary Blue Line Record Plans is submitted to Frank E. Jaromin. Construction Inspection will schedule and write up punch list only if job is complete and clean, i.e., all utilities are topped out, franchise utilities are complete, and paving is complete. Punch list will be faxed to Engineer of Record for distribution. Provide name and phone number for contact person for notification when this is scheduled

Final Inspection Procedure: Once all items on the punch list are completely addressed, some one needs to schedule a Final Inspection. Final Inspections are held every Friday. Please call the Public Works Department by 3:30 pm Wednesday to request a Final Inspection. Final Record plan requirements are as follows:

- Number of mylar reproducible of Final Record Plans: 1 set**
- Number of bluelines of Final Record Plans: 3 sets**
- Number of computer diskettes or cd-roms of Final Plat, Water/Sewer Plan, and Storm Sewer Plan in AutoCAD 14 format: 3 each. (Refer to attached FINAL ACCEPTANCE FOR DEVELOPMENT PROJECT CHECKLIST for additional information.)**

The Maintenance Bond required by the Town of Prosper (as Obligee) is 10% for 2 years; effective date of bond is the date on the Final Acceptance Certificate. A 3% inspection fee is required on all public improvements unless otherwise noted. This fee is due prior to release of civil construction plans.

Emergency telephone numbers to be used should utility problems occur after working hours and/or on weekends.

Job Superintendent @ Field office _____

After hours information and number _____

COMMENTS:

1. Noise Ordinance (Work normally during these hours: Mon.-Sat. 7:00 a.m. – 7:00 p.m.) (Noise Ordinance is enforceable by Police Department.)
2. Road Closures: A traffic control plan prepared by a P.E. with experience is required. Provide a copy of the approved plan and notify Frank E. Jaromin, at least 3 calendar days in advance so the appropriate Town Emergency Services can be notified.
3. Call Public Works at 972-347-9969 by 10:00 a.m. for approval for filling and flushing of all water mains.
4. Maintain all valves during construction so they are protected, marked, and accessible at all times. The Town will operate their valves; coordinate this with your construction inspector.
5. Please allow at least 48 hours turn around for review of testing reports.
6. A letter from the Planning Department is required prior to any tree removal.
7. Keep control of dust by use of watering or other approved method.
8. Documentation that telephone, electric, and gas franchise utilities are completed for the project will be required from each provider by email or letter to the Public Works Department.
9. Civil construction plans are the only plans released for construction by this meeting. A set of the Stamped Plans indicating construction release by the Town in red shall remain on site at all times with each Contractor and Subcontractor.
10. _____
11. _____
12. _____

