



PUBLIC WORKS

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.; all testing related to private improvements shall be forwarded to Bryan Ausenbaugh: P.O. Box 307., Prosper, TX 75078
- Remarks: _____

III. SANITARY 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)
 Greater than 15" Pipe: PVC ASTM F679
 Other: _____

e) Manholes (Require extended base/wide bottom and vented rain caps): min 30" ring and cover.
 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: _____

IV. WATER _____

Contractor: _____

a) Offsite Line required _____

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

c) Embedment of pipe section: _____

d) Valves

Gate Valves (2" to 12"):

M&H 4067/7571 _____ Mueller 2360 _____ American Flow Control 2500 _____

Butterfly Valves (Larger than 12"):

M&H 4500/1450 _____ Mueller 3211 _____

(Valve boxes shall be entirely cast iron.)

e) Fire hydrants: Kennedy _____ American Flow Control/(Waterous) _____

With Storz to include cap.

Location per plan; other _____

f) 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: _____

g) All iron fittings, valves, hydrant leads & barrels, etc. require polyethylene encasement

h) Service lines: 3408 Polytube with Stainless Steel Inserts: 1" minimum _____

i) 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 stub out 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.

j) Testing: Pressure - 200 psi for 3 hours
Bacterial - N.T.M.W.D. or any T.C.E.Q. approved lab
Utility Testing Plan required prior to flushing

k) Fire Lines will only be inspected by the Fire Marshall. Public Works will not inspect any portion of this work.

Remarks: _____

V. STORM SEWER _____

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: _____

Remarks: _____

VI. 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 _____

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: Two (2) set of Preliminary Blue Line Record Plans is submitted to Hulon Webb. 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, someone 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 Land Disturbance Permit 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. _____

