



Prosper is a place where everyone matters.

# PUBLIC WORKS

601 W. Fifth Street  
P.O. Box 307  
Prosper, Texas 75078  
(972) 347-9969

## PRE-CONSTRUCTION CONFERENCE

Project Name \_\_\_\_\_

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

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

Project Owner: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ 24HR Phone Number: \_\_\_\_\_

Design 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. Email copy to storm water admin.  
Responsibility: \_\_\_\_\_
- e) Erosion Control Plan submitted? \_\_\_\_ yes \_\_\_\_ no  
Responsibility: \_\_\_\_\_
- f) Public Utilities: Electricity \_\_\_\_\_ Gas \_\_\_\_\_ Telephone \_\_\_\_\_  
TV Cable \_\_\_\_\_ Other \_\_\_\_\_
- g) Trench Safety Plan submitted? \_\_\_\_ yes \_\_\_\_ no. Submit one original signed by P.E.

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: 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 (minimum F2 or other approved): \_\_\_\_\_

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 Fire lane, and every 6<sup>th</sup> 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 (minimum F1 or approved): \_\_\_\_\_

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. Services are double band brass saddle; no Muller brass.
- h) **Service lines:** 3408 Polytube with Stainless Steel Inserts: 1" minimum, working PSI of 200 \_\_\_\_\_
- 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 Fire lane, and every 6<sup>th</sup> 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  
▪ Contractor responsible for dechlorination
- 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 fire lane easements.
- d) Embedment of pipe section (spring line, 7/10 of the OD of the pipe natural fill):  
\_\_\_\_\_
- e) **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
- f) **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 fire lane; 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.

- g) **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: \_\_\_\_\_

h) Other: \_\_\_\_\_

Remarks: \_\_\_\_\_

Must have an engineer stamped utility release letter before sub grade.

**VI. PAVING:**

Contractor: \_\_\_\_\_

Soil: Austin Chalk \_\_\_\_\_ Eagle Ford: \_\_\_\_\_

- a) All streets, alleys, and fire lanes require a minimum of 6" in Austin Chalk or 8" in Eagle Ford 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 fire lanes): 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.: It-cl-rt); Lime depth checks every 300 l.f.: It-cl-rt.

Subgrade general design requirements for projects in the Eagle Ford formation: All pavement projects shall have a subgrade investigation and pavement design. Sulfate testing in the subgrade shall be done using EPA 9038 or EPA 375.4 with 10:1 dilution ratio. Sufficient testing should be done to determine with reasonable certainty the levels of sulfate present. Note: Majority of testing should be performed in the light brown clays. The minimum lime content shall be the percentage, by weight, of hydrated lime required to meet the Minimum Design Criteria plus 1.0%. Minimum lime percentages shall be 8.0 percent hydrated lime for light brown clays and 11.5 percent hydrated lime for dark brown clays (includes one (1) percent for field variation). Light brown clays having over 5,000 ppm (0.5 percent) sulfate and dark brown clays having over 25,000 ppm (2.5 percent) sulfate shall be stabilized using double application method. The weathered shale is not suitable for stabilization without permission from the Town of Prosper Director of Engineering Services or his/her designee and appropriate detailed engineering and laboratory design. The continuously reinforced pavement shall consist of Town of Prosper standard sections for the street classification or based on rigid pavement design in accordance with The Town of Prosper "Thoroughfare and Circulation Design Requirements." The upper 8 inches (residential) to 12 inches (arterial) of the subgrade shall be lime stabilized in accordance with the laboratory determined lime percentage. The lime stabilized subgrade shall be moisture treated to a minimum of 4 percentage points above optimum moisture content, allowed to mellow before final compacting to a minimum of 95 percent standard Proctor (ASTM D 698) at a minimum of 2 percentage points above optimum moisture content. Moisture treatment and lime stabilization shall extend at least four feet beyond the edge of pavement. A moisture barrier consisting of at least 10 mil poly sheeting shall be placed horizontally on the subgrade beyond the pavement edge and extend at least 6 feet on either side of the pavement neat line after final compaction. The barrier shall be covered with at least 8 inches of lightly compacted soil. Care should be taken not to rip or tear the poly sheeting during placement of the cover fill. All concrete, which comes into contact with soils containing more than 0.1% (1,000 ppm) sulfate shall be designed to resist sulfate attack. As a minimum, the concrete shall have a maximum water/cementitious materials ratio of 0.45, with 25% ASTM C 618 Class F fly ash and ASTM C 150 Type II cement (or Type V). Detailed mix design shall be performed for concrete pavement in high sulfate areas. These construction plans shall reflect the results of the field and laboratory investigations to provide an engineered pavement section consisting of moisture treated subgrade, lime stabilized subgrade and continuously reinforced concrete.

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) Two (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/fire lane 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 fire lanes 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 fire lanes 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.
- i) Other: \_\_\_\_\_
- Remarks: \_\_\_\_\_

**VII. GENERAL**

It is not the intent of this Pre-construction 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, public sidewalks, and retaining walls. Outside inspection will be required for all gravity stone retaining walls built with a letter sealed by a PE prior to Final Inspection. 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. All signs shall be High Intensity sheeting.

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:

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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: Two (2) set of Preliminary Black Line (Bond) Record Plans is submitted to Town Engineer. 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, the developer and/or construction manager shall 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:

- 1 set of Final Record Plans on Mylar
- 1 set blacklines of Final Record Plans
- 1 PDF of recorded as builts
- 1 set on CD-R of Final Plat, Water/Sewer Plan, and Storm Sewer Plan in AutoCAD 2010 format or later. (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 final acceptance. \_\_\_\_\_

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 - Fri 7:00 am – 7:00 pm, Sat: 8:00 am – 5:00 pm (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. **An original 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. If working on Saturday, must have \$150 to town hall by 12:00 pm on Thursday.

