

Consultant & Contractor Liaison Meeting Minutes

Council Chambers
City Hall
13450 - 104 Ave, Surrey, BC
November 24, 2016
Time: 1:30pm

Presenters: Gilbert Larocque, P.Eng, Deputy Chief Building Official
Rémi Dubé, P.Eng, Development Services Manager
Doug Mossey, P.Eng, Inspection Services Manager

1. Gilbert Larocque Introduction

- a. Building Permit inspections have been reinstated for service connection works on private property
- b. Building Permit re-inspection fees are now being enforced.

2. Update on Digital Design Submission Process

- a. The pilot project utilizing the Bluebeam application for drawing reviews by City staff is ongoing
- b. Further communication regarding this process and drawing naming conventions will be sent to consultants
- c. Digital submissions of 3rd party utility drawings are expected in 2017.

3. Sanitary Service Connections Elevations

- a. A service connection to a manhole must have its invert at the crown elevation of the highest sewer in the manhole, as per 4.3.5.3 Tie-In section of the Design Criteria Manual (page 51).

4. Parking Pockets and New Curbs on Existing Roads

- a. These features often require road re-construction to centreline to accommodate existing conditions
- b. Road cross sections should maintain a 2.5% cross-fall from centerline to road edge
- c. The base asphalt must be properly patched and have all irregularities corrected to the approval of the EoR in order to support the intended overlay.

5. Reminder to Identify Existing Furniture in City ROW's

- a. Identify on the design drawings anything that may conflict with works and services, especially with respect to proposed grades
- b. Examples include BC Hydro boxes, Telus boxes, trees, traffic signal boxes, retaining walls, etc.

6. Update to Engineering's Drawing Standard Specifications

- a. With the upcoming 2017 roll-out of the updated CAD Drawing Standards document:
 - i. The first submission of the CAD files is with the final Servicing Agreement design (or Early Copy) and the CAD files only need to be in model space (vector file), i.e. not the paper space for plan/profile information

- ii. The second submission of the CAD files is with the initial as-constructed drawings
- iii. The third and last submission of the CAD files is with the final as-constructed drawings in model space and paper space
- b. **Question:** Do you require a digital seal with the digital submissions?
 - i. **Answer:** Not at this time.

7. **As-Constructed vs. Record Drawings**

- a. The update to the Engineering Drawing Standard Specifications document will include a new certification that defines as-constructed drawings/information as agreed upon by the City of Surrey and APEGBC:
 - i. *“By sealing and signing this drawing, I certify that the information contained in these drawings accurately reflects the original design, addenda, change orders and material design changes made during construction and field reviewed by me, or my representative, and that the as-constructed works substantially comply with the original design intent, however, I do not accept responsibility for the accuracy or completeness of the as-constructed information supplied by others contained in these drawings.”*
- b. The City will not be accepting Record Drawings.

8. **New Email Notifications Regarding Building Permit Process**

- a. An automatic email will be sent to the Engineer-of-Record (EoR) and the Developer when Inspection Services has approved show home permits
- b. An automatic email will be sent to the EoR and the Developer when Inspection Services has approved partial or full BP's
- c. Inspection Services expects developments to have achieved sufficient completion of the works and services, as well as safe site conditions, prior to providing support for issuance of Occupancy under the building permit
 - i. A schedule for the completion of outstanding works and services that are not critical to supporting occupants must be provided by the EoR in a bid for support for issuance of Occupancy.

9. **Water Operations On-Site Meetings**

- a. Consultant to coordinate meeting directly with Water Operations, preferably via a Microsoft Outlook meeting request
- b. Consultant to attend the meeting, record the minutes and distribute the minutes to the Water Operations contact, contractor and City Land Development Inspector
- c. The purpose of these meetings is to coordinate the installation of service connections and/or tie-in works. Any design issues must be brought directly to the EoR and/or the City Land Development Inspector for resolution
- d. **Question:** Waiting times for water service connections by Water Operations crew appear to be taking longer
 - i. **Answer:** The intent of these meetings is for coordination and to identify priority for the water service connections. Water Operations will provide their best estimate regarding the date of expected installation based on the reported priority level.

10. SSD-G.5: Surface Asphalt Restoration

- a. The drawing includes a new requirement for a temporary restoration of the trench on the day of installation
- b. Inspection Services will expect the full depth of asphalt to be installed prior to award of Maintenance
- c. **Question:** It appears to be inconsistent whether the City will require full restoration (ie. mill and overlay) or collection of the Pavement Cut Fee. Contractors need to know in order to prepare bids accordingly.
 - i. **Answer:** Going forward, the design drawings will better reflect the City's requirements regarding full restoration or fee collection for pavement cuts.

11. Requirement Regarding Concrete Pull Boxes on IC's in Hardscapes

- a. Concrete pull boxes or MR-style boxes over IC's are a requirement in hardscapes, as per MMCD SDD-S9 and SSD-G.1.1, except in lanes where only MR-style boxes are required
- b. Inspection Services must have confirmation that the boxes have been purchased for a development prior to the award of Maintenance
- c. Confirmation can include receipts or a visual confirmation onsite by the Engineering Inspector at the time of FCI
- d. We do not expect the IC boxes to be installed prior to Maintenance, since the final grade may still be unknown or is outstanding.

12. Consultant Submissions in Package Format

- a. Inspection Services prefers one complete package submission to be emailed in relation to pre-con requests, testing reports, DCW reimbursement requests, FCI/FMI requests and certificates of completion/acceptance
- b. The Managed File Transfer (MFT) site is for video report submissions only, due to the issues with large file sizes
- c. Please ensure that all submissions and accompanying documents/files are clearly titled and well formatted
- d. **Question:** Do security reduction requests require testing package submissions?
 - i. **Answer:** No.

13. Open Forum