

Consultant & Contractor Liaison Meeting Minutes

Council Chamber
City Hall
13450 - 104 Ave, Surrey, BC
November 25, 2015
Time: 1:30pm

Presenters: Rémi Dubé, P.Eng, Development Services Manager
Doug Mossey, P.Eng, Inspection Services Manager

Introduction: Rob Cooke, Eng.L, Development Project Engineer

1. Online Development Enquiries (ODE)
 - a. Information about applications/projects and building permit applications
 - b. Check status, completion dates and comments
 - c. *If there is any inaccurate information, please do not hesitate to contact the project supervisor.*
2. Land Development Customer Manual
 - a. Reminder of detailed summary of Land Development Engineering Processes and Procedures, including usable sample forms
 - b. *Useful for anyone involved in a project, including consultant team, client, contractor, etc.*
 - c. Link:
http://www.surrey.ca/files/Engineering_Land_Development_Customers_Manual.docx
3. Survey Monuments
 - a. 2015 fees for destroyed survey monuments increased by 3.9% effective January 1, 2015 as set out in the "Surrey Fee Setting Bylaw"
 - b. Replacement costs
 - i. HPN Monument - from \$7,250 to \$7,535
 - ii. Secondary Benchmark - from \$3,150 to \$3,275
 - iii. ISA Monument - from \$1,750 to \$1,820
 - c. Survey monuments must be identified on the design drawings
 - i. Locate spatially in plan view
 - ii. Design around monuments, whenever possible
 - iii. All monuments are identified in COSMOS
 - iv. Look at the replacement costs and compare to the cost of accommodating/preserving the monuments
 - v. The first approach shall be to preserve the monument
 - vi. Any questions can be directed to Peter Mueller or Rob Glass, Survey Section, at 604-591-4253.

4. Digital Design Submissions
 - a. Further to the October 26, 2015 Engineering Bulletin, the City is now accepting digital submissions for scoping and detailed design drawings
 - b. Comments from the City will be provided in digital format on the drawings
 - c. Hard copies of these “working drawings” will still be accepted
 - d. Final Drawings must still be submitted in hard copies (3 full size and 1 half-size)
 - e. All other documents associated with the design and preparation of the Servicing Agreement must be submitted in hard copies for now
 - f. If you have any questions, you can contact the Development Services Project Supervisor or Lynn Nguyen at 604-591-4416.

5. Legal Documents
 - a. Consultants are reminded to inform their clients of the required timeline and importance of legal documents
 - b. *A few projects have been delayed due to last minute submissions/requests for legal documents*
 - c. *It is understood that in some cases the client may be dealing with these instead of relying on the Engineer of Record.*

6. Design Drawings
 - a. Onsite construction details not associated with the Servicing Agreement must be greyed out if shown on the drawings
 - b. Provide a detail for unique construction scenarios (ie. do not rely on standard drawings that may not be appropriate to the situation)
 - c. Ensure there is a thorough review of potential conflicts with external utilities’ drawings, once finalized (ie. BC Hydro, Telus, Shaw, Terasen)
 - d. Include details of how to abandon mains (ie. slurry or blow sand, caps).

7. Updated Design Criteria Manual (DCM) and Supplementary MMCD (SMMCD)
 - a. The 2016 DCM and SMMCD shall apply to Land Development projects if, prior to April 1, 2016:
 - i. The drawings have not been accepted;
 - ii. The pre-construction meeting has not been held AND the project requires a Servicing Agreement extension to the completion date
 - b. Effective March 1, 2016, all land development projects shall use SSD-W.1, SSD-W.2, SSD-R.24, SSD-R.24.1, SSD-R.24.3, SSD-R.26, SSD-R.26.1, SSD-R.26.2 and SSD-R.26.3 of the January 2016 edition of the SMMCD.

8. Inspection Services Digital Document Submissions
 - a. Inspection Services now accepts digital submissions for all formal documents
 - i. Please do not send both a digital and a hard copy submission
 - ii. The onus is on the Consultant to maintain records containing the original certified documents.

9. Managed File Transfer (MFT) Service Replaced FTP Site
 - a. To send and receive large files (ie. Video Reports, Testing Packages), go to <https://mft.surrey.ca/>
 - b. Username and password will be provided by Inspection Services staff upon request

- c. Please combine the entire submission into one folder and rename to the City Project Number prior to uploading.
10. Video Reports
 - a. Regardless of certification by a third party engineer, the report must be certified by the Engineer of Record.
11. As-Constructed Drawing Submissions
 - a. Submissions must adhere to the Construction Drawing and Digital Infrastructure Data Standards Specification from the GIS Section
 - b. Link: <http://www.surrey.ca/files/DrawingStandardsu.pdf>
12. Pre-Construction Meeting Requests
 - a. Consultants must confirm that the Water Tie-In and Connection Summary sheet details are current with respect to the Issued for Construction drawings
 - i. This form is now available as an Excel spreadsheet, for your convenience
 - ii. Link: [Inspection Services Website](#).
13. New Inspection Services Email Address
 - a. Please send formal document submissions to EngIS@surrey.ca
 - b. Formal document submission examples include Pre-Construction Meeting Requests, Inspection Reports, Interim Release Requests, Testing Results Packages, Final Construction Inspection Requests, Certificates of Completion, DCW Reimbursement Requests, Holdback Reduction Requests, Final Maintenance Inspection Requests and Certificates of Acceptance.
14. Water Tie-Ins
 - a. Water mains must be constructed to 1.5m from tie-in location in preparation for City Water Operations to effect the tie-in
 - b. Consultants must identify this requirement on the design drawings
 - c. Contractors should understand this requirement when bidding on projects.
15. Onsite Meetings with City Water Operations Staff
 - a. Inspection Services now coordinates onsite water meetings with Contractors and Water Operations staff to discuss water works construction
 - b. Contractors are asked to not proceed with water works construction until this onsite meeting has been held.
16. Builder Damage/Issues
 - a. Consultants should ensure that developers understand that the City will hold them responsible for damage by builders to the Works and Services and for compliance in driveways/hardscapes for IC boxes and water valve boxes (ie. S9 concrete box).
17. Two or Three Lot Splits
 - a. The City is reviewing this issue and will provide additional information when available.
18. Guideline for Interim Release Requests
 - a. Updated guideline **attached** and available on [Inspection Services Website](#).

19. Traffic Management Plans (TMP's)
 - a. TMP's are to be vetted and submitted by Consultants
 - b. TMP's must be scalable
 - c. Consultants must include justification for proposed road closures.

20. New Road Booking Service
 - a. This service will ensure no conflicts with other traffic obstructions and inform road users of potential impacts
 - b. Now effective
 - c. Submit a Request to Proceed via online web app and Traffic Control Manager will respond within 2 business days
 - d. Link: <http://www.surrey.ca/city-services/17675.aspx>

Question Period

1. What if the Engineer-of-Record does not review the Traffic Management Plans?
 - a. Engineers-of-Record have accepted responsibility to review and take action with respect to traffic control when they signed the Letter of Appointment and agreed to comply with the Duties and Responsibilities of the Professional Engineer. The City is assured that the Engineers are aware of the proposed traffic control when the submission comes from them.

2. Suggestion to rename "Inspection Reports" due to liability issues.
 - a. The City is reviewing this issue and will provide additional information when available.

3. Suggestion to rename "As-Constructed Drawings" due to liability concerns.
 - a. The City is reviewing this issue and will provide additional information when available.

4. Question regarding how the Engineer-of-Record can determine a suitable security for a two or three lot split development, as requested by the City.
 - a. The City is reviewing this issue and will provide additional information when available.

5. It has been noticed that the City's Water Operations crew does only minimal restoration after a tie-in to a water main is completed.
 - a. Water Operations will hot patch the pavement within the road, however only temporary restoration will occur in the boulevard.
 - b. It is the responsibility of the developer to achieve the final restoration.

6. Suggestion to provide separate categories for contractor deficiencies and administrative deficiencies. Also, the contractor is often not in the loop regarding security releases.
 - a. Certain administrative deficiencies must be resolved in order for City processes to proceed, irrespective of the contractor's involvement or control.
 - b. Anyone can go to the Online Development Enquiry on the City website to view the status of releases, however values are not included.
7. Owner hasn't paid consultant and there are requirements for BP for the Developer to get the project onto maintenance.
 - a. Can go to the Online Development Enquiry to see when BP's are issued.
8. Suggestion to issue a bulletin regarding the change to the maintenance holdback for two or three lot split developments.
 - a. The City is reviewing this issue and will provide additional information when available.
9. Suggestion that the Prime Contractor should not be responsible for Hydro, Telus and Shaw works.
 - a. The Servicing Agreement identifies external utilities as Works and Services and the Developer and Contractor need to be aware of this
 - b. When external utility companies are seeking a permit, they are to contact the Prime Contractor for coordination and copies of the permits.
10. Suggestion made regarding the Developer acting as the Prime Contractor.
 - a. It is a rare occurrence that a particular developer can manage the scope required.
11. It was mentioned that 3rd party contractors don't inform the Prime Contractor of intended works.
 - a. All contractors working within City ROW's require a permit to effect works
 - b. If a contractor engages the City for a permit related to works associated with a Servicing Agreement, they are directed to coordinate their works with the Prime Contractor under the issued permits.
12. Question regarding Pavement cut policy with respect to settlement and temporary patches.
 - a. Refer to the standards and specifications found in the MMCD and Supplementary MMCD.
13. Question about the Supplementary MMCD and if it is updated.
 - a. See above agenda Item #7 for details
 - b. Link: <http://www.surrey.ca/city-services/802.aspx>
14. Question re: past bulletins and if they have been incorporated into the MMCD.
 - a. Past bulletins can now be disregarded as current applicable documents and procedures have been updated to reflect past bulletin items.