

# *Consultant/Contractor Liaison Meeting Minutes*

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

## Introductions

- Fraser Smith, General Manager, Engineering

## Consultants

1. Servicing Agreement Final Drawing Set Submissions
  - a. Only require three (3) full size sets and one (1) reduced size set.
2. External Utility Works
  - a. Consultants are reminded to submit external utility design drawings associated with a Land Development Project to the assigned Development Services Project Supervisor.
  - b. Do not submit to Robert Wong, who is responsible for reviewing non-Land Development related utility design drawings.
3. Pre-Construction Meeting (PCM)
  - a. Consultants must submit the most up-to-date design drawings prior to PCM, especially with respect to the Water drawings
  - b. Blanket insurance policies are acceptable
  - c. Consultants are to confirm that the DCW amounts are appropriate based on the result of their tender.
4. Traffic Management Plans (TMP)
  - a. TMP's to be submitted via Consultants, not Contractors
  - b. Scalable submissions will expedite the review process.
5. Design Revisions after PCM
  - a. Major changes will initiate a resubmission of the design drawings to the Development Services Project Supervisor
  - b. Minor changes can be reflected in the As-Constructed Drawings
  - c. The most up-to-date design drawings are required by Inspection Services (IS) staff prior to the Final Construction Inspection (FCI).
6. Inspection Report Submissions
  - a. Reminder to submit weekly Inspection Report submissions
  - b. Non-compliance will affect timing of security releases
  - c. Reports to be titled "Inspection Report"
  - d. Inactive projects require weekly Inspection Report submissions indicating the project is inactive, traffic control is in place and the site is safe.
7. Interim Releases (IR)
  - a. Guidelines will be included on IS website. Link: <http://www.surrey.ca/city-services/3694.aspx>
  - b. IS will be copying the developer on emails related to IR's

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- c. Consultant to maintain 0% completion for Water Tie-ins & Connections and Street Signage until maintenance and costs are finalized.
8. Video Reports
    - a. The onus is on Consultants to maintain their records.
  9. Street Signage
    - a. Consultants are to inform IS when signage is ready for installation.
  10. Land Development Project Correspondence
    - a. Reminder to identify the Land Development Project Number on all correspondence
    - b. City staff will continue to endeavour to include the consultant project number
    - c. IS will no longer require hard copy submissions when digital submissions have been provided
      - i. The onus is on the Consultant to maintain hard copy records.
  11. Steel Plates
    - a. The Engineer-of-Record must submit a steel plate design stamped and sealed by a Professional Engineer, complete with justification for their use, prior to installation
    - b. Include a construction schedule for the steel plate use.
  12. BC One Call (BC1C) Process for City of Surrey Infrastructure Information  
Continue to make your standard requests to BC1C, but to receive City of Surrey infrastructure information:
    - a. On all land development and capital projects, you will retrieve the as-constructed drawings you require directly from the [City of Surrey's Mapping Online System \(COSMOS\)](#)
    - b. Accepted design drawings within the requested area are shown as dashed lines in COSMOS and cannot be retrieved so staff will provide these drawings
    - c. If there are no accepted design drawings to provide, the requestor will receive an email to the effect that "Per your arrangement with the City, you will retrieve your required as-constructed drawings directly from COSMOS." or if there are accepted design drawings, then the requestor will receive an email to the effect that "Per your arrangement with the City, you will retrieve your required as-constructed drawings directly from COSMOS. The following accepted design drawings are attached."
    - d. If you are unable to retrieve any specific as-constructed drawings from COSMOS, then you can send a separate email request to [BCOneCallInquiries@surrey.ca](mailto:BCOneCallInquiries@surrey.ca) for those specific as-constructed drawings
    - e. For those in the field requiring as-constructed drawings, rather than sending a BC1C request which would generate a referral again to all BC1C members, it would be best to just send an email to [BCOneCallInquiries@surrey.ca](mailto:BCOneCallInquiries@surrey.ca) requesting the specific as-constructed drawing(s) but ensure the subject line indicates "PRIORITY" and provide a cellphone number should we need to contact you. We will respond within three (3) hours similar to our arrangement with BC1C.
    - f. **For the consultants who have yet to confirm their agreement with the above arrangement, please email Sam Lau at [SLau@surrey.ca](mailto:SLau@surrey.ca)**

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## Contractors

13. Contractor Qualification Statement
  - a. Requirement for all Pre-Construction Meeting requests, irrespective of whether a contractor has worked recently in the City of Surrey
  - b. List of Sub-Contractors now required.
  
14. Water Works
  - a. No water works are to begin until a Water Operations liaison meeting is conducted at the site, as required.
  
15. Topsoil
  - a. Refer to MMCD Sections 2921 & 2938, unless a different specification is provided on the design drawings as accepted
  - b. Location of topsoil source to be identified & the Engineer-of-Record to verify compliance with specification before commencement of topsoil placement, as per Supplementary Specification 2.27 (pg. 67).
  
16. Inspection Services field inspectors should be your first point of contact at the City regarding construction issues.
  
17. Metro Vancouver (MV) Non-Road Diesel Engine Emissions Regulation Bylaw No. 1161
  - a. Effective January 1, 2015, all non-road diesel engine equipment that is 25hp (19kw) or greater must comply
  - b. The regulation requires owners or operators of Tier 0 and Tier 1 non-road diesel engines to register, label and pay fees
  - c. A “non-road diesel engine” means a diesel-fueled compression ignition engine in a machine that is not primarily used or intended to be used for transportation on a public street, road or highway
  - d. Failure to comply with the Bylaw may result in fines of up to \$200,000
  - e. More information can be found at [www.metrovancouver.org/nonroaddiesel](http://www.metrovancouver.org/nonroaddiesel) or <mailto:nonroaddiesel@metrovancouver.org> for more information about the Bylaw, the rebate program, and for assistance with the registration process.

## Permits/Fees

18. External Utility Works
  - a. The Prime Contractor must acknowledge that external utility installations are to proceed under that contractor’s permits issued at PCM.
  
19. City Road & ROW Use Permits and Traffic Obstruction Permits
  - a. Contractors must display a copy of permits in all vehicles, equipment, trailers, etc.
  - b. The onus is on Contractors to renew permits, as required.
  
20. Contractor ROW Violation (CRV) List
  - a. ROW Violations by contractors are recorded by the City
  - b. Process applies to Sub-Contractors as well
  - c. Consultants should check with IS prior to award of tender contracts to ensure their proposed Contractor can secure a permit.
  
21. Prime Contractor Designation Form

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- a. Change to location field will identify the “Works and Services under Project 78XX-XXXX-XX”.

#### 22. Contractor Mobilization

- a. Permits must be in place prior to initiating construction of the Works and Services and/or Lot Grading
  - i. Ensure any on-site works have appropriate permits from the Building Division prior to commencement. Link: <http://www.surrey.ca/city-services/1369.aspx>

#### 23. Re-Inspection Fee

- a. Projects that do not reflect the Consultants’ submissions with respect to completion of deficiencies will be charged a Re-Inspection Fee
- b. 1% of the estimated Maintenance deficiency holdback or a \$520 minimum, whichever is greater, will apply in each instance.

### Development Coordinated Works (DCW)

#### 24. DCW Reimbursements

- a. The following criteria must be met:
  - i. Developer invoice
  - ii. Contractor invoice
  - iii. Signed and sealed cover letter by Engineer-of-Record
  - iv. GST number
- b. If DCW’s are perceived to go over based on the tender results, you must engage Inspection Services BEFORE commencement of construction if you are seeking a budget amendment.

### Question Period

1. Inspection reports – APEG requesting to name these as reviews. We will look into this issue.
2. Report critical milestones on inspection reports.
3. DCW’s additional costs – Must engage us prior to completion of construction or as soon as you are aware that the costs have increased .
4. Some smaller companies do not have GST numbers – Please ask them to apply for a GST number.
5. TMP submissions must be made by the consultant to the Inspection Services clerk ([RThink@surrey.ca](mailto:RThink@surrey.ca)). Non-scalable TMP’s will take longer to review.
6. Clarification regarding certifying invoices – Engineer-of-Record should be an active participant when it comes to these invoices.
7. Clarification regarding hard copy submissions - Digitally submitted PDF’s are now acceptable.
8. Video reports – The City requires the entire report along with a signed and sealed cover letter.
9. Steel plates – see Item 11 above.
10. If a site is inactive, we still need inspection reports in order to know it is safe, compliant and garbage free.
11. FTP site – The FTP site is currently being replaced. Details will be shared via an Engineering Bulletin as soon as details are available.

