



## CONSULTANT/CONTRACTOR LIAISON MEETING MINUTES

June 6, 2013

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### 1. Security for Pavement to Centerline

- a. A recent Engineering Bulletin clarified these new requirements (issued March 15, 2013).
- b. Provide rationale to Development Services Project Supervisor if you think your project should be exempt.
- c. Be proactive during design with respect to the pavement condition fronting your projects and at locations where an overlay is proposed.

### 2. Customer Manual

- a. **Reminder:** The Customer Manual is a valuable resource providing an outline to the Engineering Land Development process as well as important documents to facilitate that process. This manual is continually updated, so please utilize the link on the City of Surrey website for the most up-to-date version.

### 3. New Land Development Clerk

- a. Lynn Nguyen can be reached at (604) 591-4416 or [LNguyen@surrey.ca](mailto:LNguyen@surrey.ca).

### 4. External Utility Drawings

- a. When reviewed by the Development Services Project Supervisor, the external utility drawings, whether accepted or not, will be returned to the Consultant to coordinate with the respective external utility agency. This will ensure that the Consultant is informed of the status of the drawings.

## 5. As-Constructed Drawings

- a. A security for As-Constructed Drawings will be identified as a row item on the Proforma worksheet.
- b. **Reminder** – Though the design drawings have been ‘accepted’ prior to the Pre-Construction Meeting, the Servicing Agreement clearly states that the Works and Services may be varied because of site conditions and that they must function and operate in a manner satisfactory to the General Manager, Engineering.

## 6. Pre-Construction Meeting Requests

- a. Inspection Services will provide a Pre-Construction Meeting within seven business days once all criteria have been met. Criteria includes:
  - i. Letter of Appointment
  - ii. Prime Contractor Liability Insurance Certificate (site specific with Land Development project number)
  - iii. WCB Notice of Project (complete with employer account number)
  - iv. City of Surrey Designation of Prime Contractor Form
  - v. Confirmation that ESC Permit has been issued
  - vi. ESC Supervisor Report for Phase 1 ESC Works
  - vii. Confirmation that Trees & Landscape Permit has been issued
  - viii. Confirmation that Right of Ways & Legal Documents have been filed
  - ix. Notification of Construction to Residents and Neighbourhood
  - x. Traffic Management Plan for Arterial and Collector Roads.
- b. Commonly, delays are due to incomplete submissions and the TMP review process.
- c. Ensure ESC template is complete to expedite Servicing Agreement execution, which is a requirement prior to proceeding with pre-con request.
- d. If required, the Tree Cutting Permit must be in place prior to scheduling of pre-con meeting.

## 7. Traffic Operations TMP Review

- a. Hand-drawn sketches will not be accepted.
- b. Consultant should review TMP's prior to submission to ensure all Works and Services are addressed.
- c. Copies of City Road & ROW Use and Traffic Obstruction Permits to be clearly displayed in all vehicles, equipment and trailers within the City ROW.

## 8. Water Tie-Ins & Service Connections

- a. Service Connections greater than or equal to 100mm (ie. Fire and Domestic Lines)

on existing water mains are to be installed by City forces.

- b. Water Service Connections to existing mains shall utilize Q-line on City side of property line.
- c. Correct procedure for abandonment of Test Points and Service Connections is to shut off the corporation stop at the main and cut the line approximately 400mm from the stop.
- d. When water daigles are within driveways, they must be in the center of a concrete chamber.

#### **9. Test Report Submissions**

- a. Consultant is to submit Test Reports **along with a certified cover letter** containing comments regarding compliance with City of Surrey standards & specifications.
- b. Confirm Test Points have been removed within your Inspection Reports.

#### **10. Submit Receipts to Confirm Approved Company Performed Works**

- a. Concrete curb epoxy injection repairs
  - i. Confil Contracting (604) 341-4187
  - ii. Bondtech Concrete Repairs (604) 463-9681
  - iii. Tykon Concrete Repairs (604) 298-5500

#### **11. Garbage**

- a. Developer is responsible to clean up debris, material and/or garbage within their development's City Rights-of-Way until Certificate of Acceptance.
- b. In absence of action, the City will perform the clean-up and charge the Developer.

#### **12. Steel Plates as Trench Covers**

- a. Steel plates are not to be used without prior approval by the City and an inspection by the Consultant. Include inspection information in submission of Inspection Report.
- b. Steel plates should not be used when an open trench is to be left for two or more days.

#### **13. Upcoming ESC Bylaw Revisions**

- a. Key item is there will be a charge for re-inspections.

- b. Anyone interested in reviewing the draft bylaw revisions can contact Trent Hatfield or Carrie Baron in the Drainage and Environment Section.

#### **14. Detention Pond Decommissioning**

- a. The Consultant may proceed with decommissioning once approximately 90% of the development has been constructed.
- b. The Consultant is to certify that the excavation and backfill have been inspected, submit geotechnical testing and provide verification that all the leads have been removed and capped off, as required.
- c. The Developer is to initiate the release of the restrictive covenant registered on the pond lots prior to building permits being approved for those lots.

#### **15. Maintenance Requests**

- a. Clarify process and requirements.
- b. Consultants should perform a preliminary inspection with the issued checklist prior to proceeding with a Final Construction Inspection.

#### **16. HST Clarification**

- a. Whether HST or GST applies to a DCW Reimbursement is dependent upon when the work actually proceeded with respect to April 2, 2013.

#### **17. Two or Three Lot Splits**

- a. Given the small construction value, the 5% Maintenance Security is often inadequate.
- b. The onus is on the Consultant to identify an appropriate Maintenance Security beyond the 5% minimum, when required.

#### **18. Stop Work Order Process**

- a. In the event of serious infraction(s) during construction, the City will cancel all permits and email the Developer explaining the justification for the Stop Work Order.
- b. Serious infraction(s) will result in a Contractor Violation Code being implemented within the City's system. This will result in the Contractor not being issued more than one permit at a time OR not being issued any permits at all within the City of Surrey until such time that the code is lifted.

**19. Contractor Suitability (\*New Requirement)**

- a. The Consultant must submit documentation prior to award of the construction contract that demonstrates that the proposed Contractor is sufficiently fit and skilled to perform the work assigned to them.
- b. This documentation should include references and a summary of projects completed that are similar in scope, nature and value to the Works and Services.

**20. Consultant Involvement to Acceptance**

- a. Consultants are encouraged to see their projects through until Certificate of Acceptance is issued.

**21. Inspection Services Clerk**

- a. Alice Hadden will be providing coverage for Ranu Thind for one year starting in July.
- b. Pre-Construction Requests will be copied to Alice at [AVHadden@surrey.ca](mailto:AVHadden@surrey.ca) after a confirmation email bulletin has been sent.

**22. \*Please distribute the above information to your staff, especially resident field inspectors.**

**23. Question Period**

- 1) Will there be a new Proforma worksheet on the website or a link to this new worksheet showing the new as constructed drawings line item?

**\*\* No, however a sample Proforma worksheet is attached.**

- 2) Who establishes the amount for the as constructed drawings?

**\*\* Consultants will determine this amount during the preparation of the Proforma worksheet. The consultant is given the discretion to adjust this amount at an interim release or holdback reduction during the development process.**

- 3) What are the new roles and responsibilities of the new Inspection Services Clerk?

**\*\* Same roles and responsibilities as the current Inspection Services Clerk.**

- 4) Manhole specification clarification?

**\*\*The manhole specification that was referred to regarding adjustable frames is a draft specification only. No formal amendment to the Supplementary MMCD has proceeded to**

date in this regard, therefore the manhole requirements as specified in the May 2004 Supplementary MMCD is still in effect.

- 5) Currently, there is a long delay for water service connections and tie-ins performed by the City. Is there anyway us consultants can speed this up?

\*\* Submit in writing to the Inspection Services Section a clear rationale as to why your project should be expedited. We will weigh this submission accordingly, while considering other projects currently in the queue.

- 6) When can the mill and overlay be done for roads?

\*\* Usually, the City's procedure is to take a pavement cut fee, as this procedure is intended to be completed by the City.

- 7) Do consultants need to provide assurance as well as documentation on contractors?

\*\* No assurance is needed. Only documentation is required with respect to references and a summary of projects completed by the contractor that are similar in scope, nature and value. Send this documentation to the Inspection Services Manager.

- 8) What material should be used to cover the water daigles in driveways?

\*\* Refer to the MMCD Standard Detail Drawing S9 for the typical detail. Note the cast iron lid specification. This lid should be marked 'Water'.

- 9) Do the test reports need to be signed and sealed?

\*\* Consultant is to submit Test Reports **along with a certified cover letter** containing comments regarding compliance with City of Surrey standards & specifications.

- 10) What is an example of a Contractor Violation Code?

\*\* Going beyond the allowed road closure times, closing roads when it is not allowed

