

# PRE-CONSTRUCTION MEETING

## GENERAL PROJECT INFORMATION

Three 11"x17" hardcopies of the plans shall be supplied to the City at or before the meeting

Pre-Construction meeting notes shall be provided by the engineer in Stage 5 of the Public Infrastructure Review Stage Process

Project Type (check all that apply):

Water    Sewer    Storm    Surface

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

City Project Number: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Location: \_\_\_\_\_

Design Engineer Contact Info (Name and Phone): \_\_\_\_\_

Engineer Const Inspector Contact Info (Name and Phone): \_\_\_\_\_

City of Missoula Contact for Permits, Field Changes, etc. (Name and Phone): \_\_\_\_\_

Person Responsible for uploading weekly construction photos and documentation to the City: \_\_\_\_\_

Attendees (Name and Company): \_\_\_\_\_

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### Project Overview

Developer \_\_\_\_\_

General Contractor \_\_\_\_\_

Project Superintendent (must be in attendance at Pre-Con) \_\_\_\_\_

Phone # \_\_\_\_\_

Who is the person responsible for overall safety and health on the site? \_\_\_\_\_

Phone # \_\_\_\_\_

Competent Person (must be in attendance at Pre-Con) \_\_\_\_\_

Phone # \_\_\_\_\_

Emergency 24-hour Contact

Phone # \_\_\_\_\_

Subcontractors (list all with estimated cost of \$10,000 or more) \_\_\_\_\_

\_\_\_\_\_

Separate Permits Required for Subs?: \_\_\_\_\_

Is the Contractor and all Subs licensed and bonded in the City of Missoula for Right-of-Way (ROW) Work?

\_\_\_\_\_

Project Funding Sources (if City/State/Federal discuss additional reqt's): \_\_\_\_\_

Erosion Control/SWPPP Phases and BMP Plan: \_\_\_\_\_

\_\_\_\_\_

Final Stabilization Plan: \_\_\_\_\_

- 2-Year Warranty for City infrastructure

Easements?: \_\_\_\_\_

**Schedule**

Anticipated Notice to Proceed Date: \_\_\_\_\_

Project Timeframe and Substantial Completion Date: \_\_\_\_\_

Liquidated Damages? \_\_\_\_\_

Working Hours (7:00 am to 7:00 pm Monday thru Friday, holidays excluded)

**Submittals**

Status of Material & Pipe Submittals: \_\_\_\_\_

\_\_\_\_\_

Has Traffic Control Plan been approved and provided to Engineer and City Project Manager:

\_\_\_\_\_

Who is the traffic control provider? \_\_\_\_\_

Who will communicate to Emergency Services/Others for closures & progress? \_\_\_\_\_

If there are street closures has plan been provided to City Engineer for the weekly road report?

\_\_\_\_\_

- Major Streets require a 2 week notice prior to closure
- MDT Route and additional reqt's: \_\_\_\_\_

Has Construction Schedule been submitted and approved by Engineer: \_\_\_\_\_

**Maintenance Bond/Letter of Credit**

Letter of Credit or 20% Contractor Maintenance Security for City Infrastructure: \_\_\_\_\_

**Permits & Approvals**

DEQ Water/Sewer Approval Date: \_\_\_\_\_

City Engineering Approval Date: \_\_\_\_\_

SWPPP NOI Confirmation Letter Provided to City (if applicable): \_\_\_\_\_

Status of City Permits: \_\_\_\_\_

Do Asphalt and/or Chip Seal Penalties Apply: \_\_\_\_\_

**Materials Testing**

Materials Testing Company \_\_\_\_\_

Who is responsible to coordinate with Testing Company when tests are required \_\_\_\_\_

- Testing requirements per City of Missoula Public Works Manual

- ✓ **If something doesn't appear to be correct, contact the design engineer and get things worked out prior to proceeding.**
- ✓ **Contractor should take photos/video prior to commencing work that includes date(s) and site location as a precautionary measure to document existing site conditions.**

**ADDITIONAL ITEMS FOR CITY PROJECTS ONLY**

**Contract and Payments**

Identify Required Wage Rates Required including Subcontractors. Who will review Certified Payroll?

\_\_\_\_\_

Contractor to Submit Pay Applications to Engineer for recommendation of payment to City. Typical day of the month the Pay App will be submitted: \_\_\_\_\_

Insurance Certificates (min. \$3,000,000 general liability and City of Missoula listed as additional insured) received and reviewed? \_\_\_\_\_

Construction Contract signed? \_\_\_\_\_

Notice of Award Issued? \_\_\_\_\_

Performance and Payment Bonds received and reviewed (waived for projects under \$50,000)?

\_\_\_\_\_

Apprenticeship Bidder's Preference in effect? \_\_\_\_\_

- Who submits and who reviews required paperwork? \_\_\_\_\_

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## WATER PROJECTS

Tap Agreement for services signed? (need addresses): \_\_\_\_\_

Tap Agreement for tapping existing main signed and paid for? \_\_\_\_\_

Number of hydrants/services/taps \_\_\_\_\_

### Project Materials and Procedures

- Hydrant depths. It is the engineer's responsibility to ensure hydrants are staked to the bury line. Please make vertical adjustments, as necessary when staking.
- Missoula Water Standard Specifications and Details
- Water Main Installation including pipe wrap, tracer wire, chlorination, etc.
- Review tie ins in detail, including valves to be operated.
  - Describe thrust protection at tie-ins
  - Engineer to submit inspection reports and photographs to Missoula Water weekly.
- As-Builts & Service Ditch Cards
  - Contractor responsible for recording all deviations from the plans
  - Contractor shall provide ditch cards for all swaps or repairs of all utility services.
- Review of Meter Pit placements
- Service Log - Where replacing service lines the swing joint or 2-foot sample of each service line will be provided to Missoula Water or documented by Engineer. Each sample shall be clearly marked with the address of the property. After documentation the samples shall be disposed of by the Contractor.

### Scheduling

- Shutdowns – identify customers that will be out of water.
- Throttling down of mains or shutdown of production facilities
- Filling of main
- Flushing. Is dechlorinating necessary?
- Sampling
- Walkthrough

### Public Relations and Notifications

- Project letters provided to neighborhood (Missoula Water responsibility) (NA for main extensions)
- Water shutdown notifications (Missoula Water Responsibility typically)
  - 48 hours required for commercial, 24 hours for residential
  - **Contractor can notify individual residences for “service flogs” on main replacements. Must provide Missoula Water a copy of the notification letter in advance and provide a log showing date each address was notified at the end of each week.**

### Testing

- Bacti test – 48 hours - 2 consecutive test 24 hours apart with 24 hour minimum cook time.  
Flushing/dechlorinating conducted by Missoula Water. Where will chlorinated water be disposed at?  
\_\_\_\_\_
- Pressure testing – must keep pressure above 1.5 times system pressure & the test shall be made against the closed hydrant. System pressure is \_\_\_\_\_ psi.
- Line Continuity – tested at project completion.

Line continuity---**Will be tested**...failure may necessitate digging up to repair

**General Notes**

- ✓ **Notify Missoula Water immediately if any customers that were not notified will be out of water for any period of time.**
- ✓ **Provide MWC with appropriate notice prior to any activities that may affect system operations (i.e. filling and flushing of main). Valve operation by Missoula Water personnel only unless otherwise previously arranged.**
- ✓ **Review and follow the City of Missoula and Missoula Water Standard Specs.**
- ✓ **Annotated pictures are to be taken at all fittings as per the City of Missoula Public Works Manual**

**SEWER PROJECTS**

Are All Necessary Sewer Permits Obtained: \_\_\_\_\_

Discuss Plan for Main Connections: \_\_\_\_\_

**Construction Documentation**

- As-Builts & Service Ditch Cards
  - Contractor responsible for recording all deviations from the plans
  - Contractor shall provide ditch cards for all swaps or repairs of all utility services
- Construction photos shall be taken at all fittings and manhole connections. Additional photos shall be taken as necessary to document construction. Photos shall be clearly annotated for future identification of location and orientation using a whiteboard, noting the date, station, and items(s) pictured.

**Manholes**

- If installed in un-paved and un-traveled areas lids shall be 18” above finished-grade (does not apply if the manhole is in a grassy boulevard)
- If surface infrastructure is to be installed after sewer, concrete collar around lid shall be installed

**Testing**

- All testing requirements are in the City Standard Modifications to MPWSS Section 02730
- Manholes shall be tested for water tightness
- Gravity Mains shall be tested with the light test, air test, mandrel, and T.V.

**STORM WATER PROJECTS**

Has a Dry Well Permit been obtained (if applicable)? \_\_\_\_\_

Draft Private Storm Water Facility Maintenance Covenant and Access Easement Submitted (if applicable): \_\_\_\_\_

**Project Overview**

- Dry Well Installation Inspection – Call Permit Techs
- Dry wells shall be installed in highly infiltrative soils
- Angled grade rings shall be used so frame and grate match running and cross slope of the road.
- If installed in un-paved and un-traveled areas lids shall be 18” above finished-grade (does not apply if the manhole is in a grassy boulevard)
- If surface infrastructure is to be installed after storm water infrastructure, concrete collar around lid shall be installed

- Contractor responsible for recording all deviations from the plans
- Construction photos shall be taken at all fittings and manhole connections. Additional photos shall be taken as necessary to document construction. Photos shall be clearly annotated for future identification of location and orientation using a whiteboard, noting the date, station, and items(s) pictured.
- All testing requirements are in the City Standard Modifications to MPWSS Section 02720
- Storm Water Pipe Testing shall include Light Test, Deflection Test, and T.V. Test

## **SURFACE PROJECTS**

### **Concrete Inspections**

- ACI Flatwork Finisher (required at time of ROW Concrete Permit)
- All work must meet ADA/Prowag requirements
- **REQUIRED** - Subgrade inspection prior to base course placement
- **REQUIRED** - Final inspection after concrete placement
- City will perform a courtesy concrete form inspection but it is not required
- Concrete repair that does not require complete removal and replacement requires inspection.
- All concrete shall be removed at nearest joint

### **Asphalt Inspection**

- **REQUIRED** – Subgrade inspection prior to base course placement
- **REQUIRED** – Subbase and base course inspections prior to paving
- **REQUIRED** – Final inspection after paving

# City of Missoula

## Pre-Construction Meeting Safety Checklist

Project Date: \_\_\_\_\_ Project # \_\_\_\_\_

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

Project Location: \_\_\_\_\_

Prime Contractor: \_\_\_\_\_ Contact #: \_\_\_\_\_

Developer: \_\_\_\_\_ Contact #: \_\_\_\_\_

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- Do you have a written Safety Program? Anything specific for this project? \_\_\_\_\_
  - Who is the person responsible for overall safety & health on the site? \_\_\_\_\_  
Contact # \_\_\_\_\_
  - Who is the competent person who will be on site at all times? \_\_\_\_\_  
Contact # \_\_\_\_\_
  - Will there be subcontractors – who? \_\_\_\_\_
  - Are all utility locates completed? (Provide Locate #) \_\_\_\_\_
  - Who is the traffic control provider? (Written plan with copy to City) \_\_\_\_\_
  - Who will communicate to Emergency Services/Others re: closures & progress? \_\_\_\_\_
  - Are there public exposures (pedestrians, bicycles, access)? \_\_\_\_\_
  - Excavation specifics (depth, time open, encumbrances etc) \_\_\_\_\_
  - Protective Systems (type, whose, mfgr. data, end panels) \_\_\_\_\_
  - Are proper access & egress equipment available? \_\_\_\_\_
  - Are there confined spaces involved (pre-plan, permit issued)? \_\_\_\_\_
  - Is any special equipment needed? \_\_\_\_\_
  - Are there any underground or overhead utilities in the project area? \_\_\_\_\_
  - Adherence to City safety requirements, OSHA & Other Codes! \_\_\_\_\_
  - Any other known hazards specific to this project? \_\_\_\_\_
  - What are the requirements of visitors (including City employees and other contractors/consultants) on the site per the prime contractor's Safety Program and procedures?  
\_\_\_\_\_
  - For water projects, all products and equipment used during construction AND all materials that become part of the finished product must comply with all drinking water regulations and requirements of Missoula Water.  
\_\_\_\_\_

*Additional discussion for contractors who have not previously worked with the City on comparable projects:*

Will there be any new employees on the job site? \_\_\_\_\_

What training will they receive? \_\_\_\_\_

\_\_\_\_\_

What job and/or task-specific training has been completed? \_\_\_\_\_

\_\_\_\_\_

What self-inspections and hazard assessments will be performed and how will they be documented?

\_\_\_\_\_

What procedures do your employees use to report unsafe conditions and get them corrected? \_\_\_\_\_

\_\_\_\_\_