PRE-CONSTRUCTION MEETING

GENERAL PROJECT INFORMATION

Three 11-inch x 17-inch 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

Note: Verbal discussions and written notes from the pre-construction meeting do not constitute a change to contract documents. All contract changes (if required) will be made through the contract change order 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): _____

_____

_____

_____

_____

_____

_____

_____

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?

_____

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 a.m. to 7:00 p.m., Monday thru Friday, holidays excluded). Work outside of working hours must be pre-approved by City Engineering.

Submittals and Traffic Control

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 requirements: _____

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

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

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? _____

  _____

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 flops" 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 tests, 24 hours apart with 24-hour minimum cook time. Flushing/dechlorinating conducted by Missoula Water. Where will chlorinated water be disposed of? _____
- 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 Missoula Water with appropriate notice prior to any activities that may affect system operations (i.e., filling and flushing of main). <u>Valve operation by Missoula Water personnel only unless otherwise previously arranged</u>.**
- ✓ **Review and follow the City of Missoula and Missoula Water Standard Specifications.**
- ✓ **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 inches 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 inches above finished grade (does not apply if the manhole is in a grassy boulevard).
- If surface infrastructure is to be installed after stormwater infrastructure, a concrete collar around lid shall be installed.
- Contractor is 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.
- Stormwater 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 #: _____

_____

☐ 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? _____

_____