



PRE – CONSTRUCTION MEETING AGENDA

Project Name:

Project Address:

Date:

Expected Construction Start Date:

DOCUMENTS REQUIRED BEFORE SCHEDULING A PRE-CONSTRUCTION MEETING

- Approved site plan or subdivision plans.
- Recorded subdivision plat.
- Post a performance guarantee bond.
- Conveyance of water rights to Payson City.
- Payment of inspection and material testing fees.
- Payment of electric materials and labor to Payson Power.
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- Submit a copy of the SWPPP Plan.

DOCUMENTS REQUIRED AT THE JOB SITE DURING CONSTRUCTION

- Two sets of 11” x 17” size Civil drawings stamped “Approved For Construction”.
- Storm Water Pollution Prevention Plan stamped “Approved For Construction”.
- Notice Of Intent (if applicable).
- Land Disturbance Permit.
- APWA Standard Drawings and Technical Specifications (latest edition).

Payson City Public Works Department Information

Public Works Secretary Name: Debbie Bushnell
 Secretary Phone Number: (801) 465 5217
 Engineering Inspector Name: Jesse Smith
 Inspector Phone Number (801) 465 5231

Site Operator/ General Contractor Information

Site Operator’s Name:

Site Operator Phone Number:

General Contractor Name:

General Contractor Phone Number:



PRE – CONSTRUCTION AGENDA

- A Introductions – Attendees sign in sheet.
- B Initial the discussed items.
- C At the end of the meeting, print copies for the Site Operator and Contractors.

- Construction Safety: Contractor must follow O.S.H.A. safety guidelines. The Public Works Inspector(s) reserves the right to issue a Stop Work Order if unsafe working conditions are observed.
- Discuss site specific safety issues dealing with utilities or other concerns that exist on the site.

- Any minor changes to the approved construction drawings must be reviewed and approved by the consultant and the Public Works Inspector prior to construction.

- Significant technical changes to the approved construction drawings shall be reviewed by the consultant before a request for an amendment to the approved plans is submitted to the City Engineer.

- All materials, workmanship, and testing must follow APWA Standard Details and Technical Specifications, latest edition. Any special exceptions must be reviewed and approved by the City Engineer prior to construction.

- Access for emergency vehicles must be maintained at all times during the construction of the project.

- For a temporary water and power connection, contact Payson City Public Works Department.

- All existing underground utilities shall be located prior to beginning any excavation or underground construction. All underground utility locates shall be ordered no less than 3 days prior and no more than 12 days prior to the beginning of said excavation or underground construction.

- Contractors shall pothole any and all existing utilities that may be in conflict or cross any proposed water, sewer and/or storm drainage prior to cutting the street and such conflicts shall be brought to the attention of the PW Secretary.

- The contractor shall mail letters to the area residents and businesses to inform them of the proposed project including the anticipated time and length of construction, any proposed traffic disruptions, and the responsible party’s (owner, owner’s agent, contractor) phone number.

- Normal work hours for Payson City inspections are Monday thru Thursday, **8:00 AM – 5:00 PM**. Any work requiring inspections outside of these hours may be allowed based on the availability of inspection personnel. However, it must be approved a minimum of 48 hours prior to the needed inspection.



Roadway/Water/PI/Sewer/ and Storm Drainage Construction

- Traffic Control: Identify and discuss potential traffic control issues or requirements that may be needed and who is responsible for them.
- Staking/ Construction Layout: Discuss methods and timing for staking activities as they relate to construction components and sequencing.
- Discuss the pavement cross section as recommended by the Geotechnical Engineer. Any changes to the recommended pavement cross section must be approved by the Geotechnical Engineer.
- Traffic control and sign spacing must comply with UDOT (If a UDOT road) and the MUTCD guidelines for construction zones, latest edition.
- If a street closure is required, the contractor shall schedule a meeting with the Street Superintendent to review the specific components of the plan and operations. Full street closures must be coordinated at least 7 days in advance of the requested need.
- Contractor shall provide traffic and/or pedestrian access during construction, where applicable.
- Subgrade and road base proof rolls shall be field verified by the Street Superintendent.
- All mix designs, compaction, asphalt densities and associated reports shall be given to the PW Secretary prior to warranty commencement and final acceptance.
- Street striping and signing shall be installed according to the MUTCD Guidelines, latest edition.
- Material testing reports for concrete, asphalt, base course, etc., must be submitted weekly to the Public Works Secretary by email:
Public Works Secretary email address: debbieb@payson.org
- All storm drainage to be installed within the public right-of-way shall be inspected by the Storm Drain Inspector and surveyed by the City Surveyor before backfilling the trench.
- All material shall be inspected for damage or defects prior to installation and shall be inspected during installation.
- All sanitary sewer pipes and manholes to be installed within the public right-of-way shall be inspected by the Sewer Inspector and surveyed by the City Surveyor before backfilling the trench.



- All pressurized irrigation water pipes to be installed within the public right-of-way shall be inspected by the Water Inspector and surveyed by the City Surveyor before backfilling the trench.
- All culinary water pipes to be installed within the public right-of-way shall be inspected by the Water Inspector and surveyed by the City Surveyor before backfilling the trench.

Erosion and Sedimentation Control

- Erosion and sedimentation control BMPs shall be installed as the FIRST STEP before construction begins
- Notice Of Intent (NOI), Erosion and Sedimentation Control Plan, and Permit must be on site at all times.
- The weekly maintenance inspection of the approved BMPs must be certified by an RSI professional.
- Records of BMPs weekly maintenance and inspection must be readily available to the SWPPP Inspector.
- A SWPPP Board containing a copy of the SWMP, NOI and EC plan must be installed at an accessible location.
- A proper construction entrance (as per the approved EC plan) shall be maintained daily. Any trash or debris tracked onto a public road shall be removed and swept immediately.
- Portable toilets, trash receptacles and construction materials shall not be placed with the public right-of-way.
- Curb/sidewalk removal debris, building packages, gravel, sod, etc. shall NOT be stockpiled within the public right-of-way.
- Concrete wash-out areas shall not be located within the public right-of-way and shall not drain into the public street and/or storm drainage system.
- The SWPPP Inspector may issue a Notice Of Violation (NOV) for failure to comply with the approved SWP3 and ECP plans.
- The SWPPP Inspector may issue a Stop Work Order for failure to address a Notice Of Violation within 10 working days.
- The SWPPP Inspector may issue a Notice Of Violation (NOV) for an illicit discharge into the storm drain system or a hazardous material spill.



- The SWPPP Inspector may issue a Stop Work Order for failure to address an illicit discharge or hazardous material spill within 24 hours.
- Violators of this ordinance are also subject to any penalties that may be imposed by the State of Utah (Division of Water Quality), or the Federal Government (Environmental Protection Agency), under the Clean Water Act.

Performance and Final Acceptance of Work

- At or near the end of construction, the contractor shall coordinate with the Public Works Secretary to perform a preliminary walk-thru of the new utilities and public roads and sidewalks.
- After necessary repairs are made, the contractor shall schedule an official walk-thru with the Public Works Department overseeing the repair.
- Allow five to ten working days to prepare a punch list of deficiencies.
- All the items listed on the punch list must be repaired by the Contractor before requesting a new final inspection.
- All improvements shall be warranted by the applicant for one (1) full year of normal operation (Warranty Period).
- At the end of the warranty period, the City will either retain ten percent (10%) of the bond or escrow total of the required total improvements costs until twelve (12) months from the date of completion.
- The Contractor shall be responsible for the submittal of “As-Built” drawings to the City Engineer before requesting a final bond release.



PRE-CONSTRUCTION MEETING CONTRACTOR CONTACT LIST

General Contractor:

Address:

Phone:

Email:

Work to be performed:

Sub - Contractor:

Address:

Phone:

Email:

Work to be performed:

Sub - Contractor:

Address:

Phone:

Email:

Work to be performed:

Sub - Contractor:

Address:

Phone:

Email:

Work to be performed:

Material Testing Contractor:

Address:

Phone:

Email:

Work to be performed: