



CONSULTANT/CONTRACTOR LIAISON MEETING MINUTES

November 15, 2012

Presenters: Doug Mossey, P.Eng.
Remi Dube, P.Eng.

1. As-Constructed Drawing Submissions

- a. As-Constructed Drawing Check Prints will be required with the Maintenance Request and prior to issuance of the Certificate of Completion.
- b. Final As-Constructed Drawing submission is now required within 60 days of issuance of the Certificate of Completion.

2. Tangible Capital Asset (TCA) Reports

- a. Requirement for a first submission at Pre-Construction stage is now removed
- b. A sealed, as-constructed TCA Report must be submitted as part of the Maintenance Request.
- c. Acceptance will be verified prior to issuance of the Certificate of Completion.
 - See attached Sample Construction Completion Certification Letter.
- d. Feedback regarding common problems with current TCA submissions.
 - If you have a project with an outstanding overlay and intend to pay cash-in-lieu, indicate this on TCA report. If work is being completed by others, make this statement on TCA report.

3. Design/Construction Drawings

- a. Identify existing 'furniture' on drawings (i.e., trees, shrubs, fences).
 - Surveyors should identify this furniture on drawings.

4. Pavement Cut Fee Change Proposed for 2013

- a. \$77.00 per square metre, if pavement cut area is less than 50 square metres.
- b. \$67.00 per square metre, if pavement cut area is more than 50 square metres.
- c. Minimum fee charge will be \$467.00.
- d. The above rates include \$10.00 per square metre for a pavement degradation fee. There are no applicable taxes on these rates.

5. Sensitivity Regarding Neighbouring Property Owners for LD Construction

- a. Required agreements must be finalized with existing residents.
 - There should be agreements with neighbouring residents when private property may be affected. Past issues generally involved conflict with respect to trees and fences. Please be proactive about these issues and create agreements between the developer and residents.
- b. Potentially conflictive trees must be identified.

6. Pre-Construction Meeting Minutes Changes, Effective January 1, 2013

- a. Introduction to our new Inspection Services Clerk, Ranu Thind;
 - i. Emailed requests for Pre-Cons shall include a "cc" to RThind@surrey.ca.
- b. Email address fields for Developers, Consultants and Contractors.
- c. Notification within 150m of development site.
- d. Affected bus routes and notification.
 - Contact Coast Mountain Bus Company.
- e. Development Coordinated Works (DCW) Packages to be submitted with Maintenance Requests (see Item 12 below).
 - This will be included in the new pre-construction notes.
- f. City notification with respect to changes in contact information.
 - When there is a change to mailing addresses or the Engineer of Record, please notify our section.

7. Weekly Inspection Reports

- a. Shall be emailed directly to the appropriate Engineering Inspector on the Monday following the week of inspection. Please do not fax, unless absolutely necessary.

8. Renewal of permits

- a. Contractor is responsible for ensuring their permit is valid and, if it has expired, to contact the appropriate Engineering Inspector for renewal.

- Be aware of when your permit expires and contact our section for renewal.

9. Works on Local Roads

- a. Contractor needs to provide a figure number from the Traffic Control Manual provided by the Ministry of Transportation for all local work where no Traffic Management Plan (TMP) is needed.

- TCM Figure number needed on local roads only.

10. Unauthorized Work on City Water System

- a. Works will be removed at Developer's or Contractor's cost.
- b. Contractors are not to perform any pre-servicing, as per the Pre-Construction meeting minutes.
- c. Such infractions will result in a contractor violation (CRV) note being placed on the City's system:
 - i. CRV note details.
 - New process implemented whereby serious infractions will result in the contractor not being issued City permits.

11. Reminder to Consultants

- a. Although a project has had a Final Construction Inspection and is placed on maintenance, Consultants are still responsible to follow up on outstanding deficiencies during the maintenance period, or even after the Final Maintenance Inspection.
 - This requirement is identified in Servicing Agreement. Please follow through with project until final acceptance.

12. DCW Reimbursement Requests

- a. Must be prepared according to SA limits. Refer to servicing agreement. Not all requests are in line with SA.

- b. Current submissions are commonly missing a copy of the Progress Draw.
- c. Three documents should be submitted:
 - i. Progress Draw
 - ii. Sealed letter from Consultant affirming amount
 - iii. Invoice from Developer.

13. Lot Grading Plans to Show Driveways

- On design drawings, plan checkers use this information for single family homes. Highlighted on lot grading plan and key plan.
- Shade where there will be fill. When we photocopy, the shaded area turns black and may cover up other information. Please provide a lighter shade so it will photocopy better.

14. Preliminary Engineering Servicing Concept, Effective January 1, 2013

15. P-Traps

- This requirement applies only in special cases where odor issues have been highlighted by our Sanitary Section.
- Send your draft of the drawings. Work will be done by home builders and inspected/certified by a P.Eng.
- R/C will be required for subdivisions.
- A Standard Drawing will be forwarded shortly via Bulletin.

16. BC Hydro changes

- a. Design works will be completed by five pre-approved firms.
 - BC Hydro has begun outsourcing underground designs for single family subdivisions.
 - A list of pre-approved firms is available from BC Hydro.

17. Project Scoping Submission

- a. Digital Drawing submissions to be PDF files, not AutoCAD DWG files.
 - Currently the standard is to send a CD with drawings, however they cannot be accessed by the counter staff.
 - Going forward, submissions shall be in PDF format.

18. Question Period

- Pavement Cut rates are currently \$75 and \$65.

- The City of Surrey Supplementary Master Municipal Construction Documents are being updated in accordance with the new Platinum Edition and are scheduled for release in 2013.
- Consultants who are not being paid by their client are urged to contact the Inspection Services section to arrange for an Assignment Letter whereby the City can pay the consultant from securities held for as-constructed drawings.
- New Pre-Construction Meeting notes have been prepared. Please review these notes when you receive them.
- More detail is required on drawings with respect to trees, especially trees identified for removal. Identify tree locations and diameter. Include trees on neighbouring properties within 1m of property line.

Sample Construction Completion Certification Letter

Consultant's Letterhead

DATE:
SURREY FILE:
CONSULTANT FILE:

TO: Acting Inspection Services Manager, City of Surrey

Attention: Doug Mossey, P.Eng.

CONSTRUCTION COMPLETION CERTIFICATION

RE: Project _____
Address: _____

A final construction inspection was held on _____ and the deficiencies identified have now been satisfactorily completed with the exception of the holdback items as detailed below.

I hereby certify that the works meet Surrey Standards and Specifications and are complete as per the Servicing Agreement and design drawings.

I request that this project be placed on its one-year maintenance period effective as of _____.

Outstanding items which remain to be completed are as follows:

	<u>Item</u>	<u>Holdback</u>
1.	Submit original as-built drawing	\$ _____
2.	Establish grass in boulevards	\$ _____
3.	Place _____ minimum asphalt overlay	\$ _____
4.	Maintain/remove siltation controls	\$ _____
5.	5% maintenance deposit	\$ _____

We also recommend that the developer be invoiced for \$ _____ as per the attached Pavement Cut Form.

Enclosed is the completed, signed & sealed Tangible Capital Asset (TCA) report form.

_____, P.Eng.
(please seal)