

**SAMPLE REQUEST FOR PRE-CONSTRUCTION MEETING**

**CONSULTANT'S LETTERHEAD**

DATE: \_\_\_\_\_

SURREY FILE: 78 \_\_\_\_\_

CONSULTANT FILE: \_\_\_\_\_

TO: City of Surrey  
Land Development Division, Engineering Department

Attention: Ranu Thind, Senior Operations Clerk

**RE: Request for Pre-Construction Meeting:**

**Address:** \_\_\_\_\_

1. Developer: Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

2. Prime Contractor: Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Surrey Business License No: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_

3. Checklist Items (please check):
- Letter of Appointment
  - Corporate Search of Developer's company from BC Registry Services
  - Prime Contractor Liability Insurance Certificate (Within the location field, identify "Various Locations in Surrey" or site specific with City project number)
  - WCB Notice of Project
  - Signed Contractor Health & Safety Expectations form
  - Completed Pre-Construction Contractor Safety checklist
  - Construction schedule
  - Confirmation that ESC Permit has been issued if disturbed area  $\geq 2000m^2$
  - ESC Supervisor Report for Phase 1 ESC Works if disturbed area  $\geq 2000m^2$
  - Confirmation that Rights-of-Way & legal documents have been filed
  - Notification of Construction to residents and neighbourhood with recipient list
  - Scalable Traffic Management Plan for Arterial and Collector roads **OR** figure number from "Traffic Control Manual for Work on Roadways" for local roads
  - Updated Water Tie-in and Connection Summary
  - Updated Signage and Line Painting Cost Summary
  - Copy of Key Plan (digital copy preferred)
  - Contractor Qualification Statement
  - Confirmation we have been engaged as Contract Administrator, if applicable**
  - Confirm adequate securities in relation to Contractor Award Total Bid Price**
    - Contract Award Total Bid Price** \$ \_\_\_\_\_
    - Engineering Works Security Amount** \$ \_\_\_\_\_

- Confirm that the Approved DCW Funding is adequate in relation to the DCW portion of the Contractor Award Total Bid Price**
  - Contract Award Total Bid Price for DCW**                     \$ \_\_\_\_\_
  - DCW Reimbursement Amount**                     \$ \_\_\_\_\_
- Confirm that the Issued for Construction drawings are equivalent to the Servicing Agreement drawings with respect to the Works and Services**

I confirm that the project has received all Surrey City Council approvals as applicable and that the Servicing Agreement is finalized and subdivision plan has been signed.

I further confirm that I have reviewed the attached documentation outlining the proposed contractor's references and work experience and confirm that it demonstrates that the proposed contractor appears sufficiently fit and skilled to perform the work assigned to them.

Signed by:

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engineering consultant Mar. 26, 2021.docx  
VA 3/26/21 8:43 AM