

APPENDIX Q

CITY OF SAN BERNARDINO
MUNICIPAL WATER DEPARTMENT

EXAMPLE PRECONSTRUCTION MEETING
AGENDA AND STOCK ROOM ISSUES
PROCEDURES AND POLICY



City of San Bernardino
Municipal Water Department
195 North "D" Street
San Bernardino, CA 92402

PRECONSTRUCTION MEETING AGENDA FOR TRACT 16509-1 (EPN 2003-017)

**8" Main Extension, 31-5/8" Domestic Services
Wednesday, July 06, 2005 at 9:00 a.m.**

1. DESCRIPTION OF FEES RECEIVED AND OTHER POSSIBLE EXPENSES:

The San Bernardino Municipal Water Department (SBMWD) has received payment for the following, per cost letter dated 5-05-2005:

- Plan Check Fee (\$2,712.50 on 2-05-05, Receipt No. 011757)
- Main Inspection Deposit (\$14,418.00 on 6-17-05, Receipt No. 012100)
- Domestic Meter Service Materials Kits (\$6,200.00 on 6-17-05, Receipt No. 012100)
- Meter Service Inspection Fee (\$3,724.65 on 6-17-05, Receipt No. 012100)
- Acquisition of Service Fee - Domestic Services (31 @ \$3,730.00 = \$115,630.00 on 6-17-05, Receipt No. 012100)
- Sewer Capacity Fee (31 @ \$3,500.00 = \$108,500.00 on 6-17-05, Receipt No. 012100)

SBMWD has not received payment for the following, per the cost letter:

- None

The inspection deposit for the inspection of mains and services assumes the mains and services are installed together. Any other method may cause inspection expenses to go up. Any inspection requirements during non-standard hours will need to be arranged and paid for in advance. Likewise, any materials provided by the SBMWD will need to be arranged and paid for in advance. The contractor will pick up arranged and paid for materials from the SBMWD, upon giving a minimum of 72 hours advance notice. At that time a one hour window will be established for materials pickup. Failure to pickup the materials during that one

hour window will cause issuance of materials to be delayed by one week. All materials must be picked up at one time. Materials issued to the project by the SBMWD must be installed within the project. The developer/contractor should have current copies of applicable SBMWD Standard Drawings & Specifications. No (work) direction shall be given to contractors by the SBMWD inspector or contract inspector.

2. PERMITS:

SBMWD expects that all permits including discharge, traffic, street cut, and/or any other notifications such as Underground Service Alert (USA) have been accomplished by the Contractor at no cost to the SBMWD. Show proof of the discharge permit by submitting a copy of it or the SWPPP.

3. INFORMATION REQUIRED DURING AND AFTER CONSTRUCTION:

SBMWD requires a list of all materials to be used in construction and manufacturers cut sheets submittals (Shop Drawings) in accordance with SBMWD Standard Specifications. ALL MATERIALS MUST BE NEW - NO USED MATERIAL OR APPURTENANCES MAY BE USED. ONLY COPPER OF U.S. MANUFACTURE MAY BE USED. Additionally, the SBMWD requires a list of all materials used in the construction including make, size, material makeup, quantity, and price (Paid by the Contractor) prior to the final walk through by the inspector.

SBMWD requires a total project cost list for the entire project, including any change orders. This cost should be the Owner's actual cost to the Contractor and should include a description of what facilities were constructed and paid for with the above-stated project costs. (i.e., "The owner paid \$50,000.00 for 4,900 LF of 8" ductile iron pipe, 89 domestic services, 2 irrigation services, 9 fire hydrants, and 18 gate valves including associated appurtenances").

SBMWD's contract inspector will take written measurement to all newly installed water facilities during construction. Curb and gutter are required prior to water improvements construction.

SBMWD requires a completed Inspection Sign Off sheet together with a set of drawings showing all tests and dates conducted be on file in the SBMWD Engineering section prior to the final walk through.

SBMWD requires a certified copy of the Notice of Completion (of the Water Improvements) filed with the County Recorder. SBMWD requires a plan view, Engineer signed 80-scale paper copy along with an AutoCAD electronic drawing on CD of the entire contractor-installed project be provided to the Department. SBMWD requires all written submittals specified on Phase 5 of the Checklist be provided to the SBMWD prior to any release of Bond Liability or beneficial use of water. Beneficial water use includes construction meters on newly constructed fire hydrants. See the current cost letter for additional requirements.

4. **SPECIFIC INSPECTION REQUIREMENTS:**

See attached Inspection Sign Off Sheet.

Any moving or removal of existing appurtenances needs to be arranged in advance with the SBMWD Engineer.

SBMWD's Representative (Staff) or Contract Inspector must witness:

- Any potholing done.
- Opening or Closing of any existing SBMWD Water Main Valves. A SBMWD Service Crew will do any/all shutdowns and re-pressurizing of existing water mains - must be scheduled 1 working day in advance.
- Hot taps (none) - a 2 working day warning must be given prior to hot tapping.
- Application of chlorine (disinfectant) to tapping equipment, connection points (household bleach is required for swabbing).
- Application of corrosion protection of steel main hot taps (bitumastic coating and pipe tape required).
- Installation of any Field-Lok gaskets.

- Pipe joints, service connections, ports, valves, tees, angles, types of materials used - prior to backfilling.
- Flushing (loading line)/Chlorinating/Reflushing/Bacteriological Test/Pressure Test (sampling must be taken during three (3) continuous days, i.e., MTW, TWTh, WThF).
- A physical disconnect or test plate must exist between the existing water system and the new construction at all times.
- Appurtenances (fire hydrants, air release valves, meter boxes, etc. must be installed within the "public right of way" or easement, not on private property.
- Any repairs made/damage done/leaks, prior to backfilling. Repairs will be made in a timely manner.
- A vigorous flushing through the 4" opening (wide open) for each fire hydrant after pavement is installed.
- Counting and recording the number of turns to open/close (exercise each gate valve).
- The alignment, grade, and exposure of each gate valve can assembly prior to and after initial paving and after final capping.
- The removal of the physical disconnect after the new system has been accepted by the SBMWD.

Any of the above items not witnessed by the SBMWD's Representative (Staff) or contract inspector will not be considered valid and will have to be redone.

5. COMPACTION TEST REPORTS

Required at completion of job for soils compaction test sites only. See Standard Specifications for trench backfill and compaction requirements.

Pre-established shut down plan (SBMWD's responsibility).

6. **CAL-OSHA SAFETY ISSUES:**

The Contractor shall comply with all Cal-OSHA safety laws and/or traffic control policies. SBMWD reserves the right to shut down the construction work on water facilities if the inspector observes unsafe construction practices.

7. **STOCKROOM MATERIAL PICKUP POLICY:** (See Attached)

Meeting Attendance:

Name	Company	Telephone	Cell/Pager

STOCK ROOM ISSUES PROCEDURES AND POLICY
JUNE 2005

The following are the revised agreed upon Stock Issues Procedures that needs to be clearly identified in each preconstruction meeting effective June 23, 2005:

- Contractor or designated delivery person is to bring duplicate requisition when picking up stock items - if the Contractor or designated delivery person does not have a duplicate requisition in his/her possession when picking up materials at the Stock Room, the materials will **NOT** be issued to Contractor or designated delivery person by the Stock Room personnel and will be subject to one week delay due to restocking time and stock issue backlog. No exceptions. This will ensure that the Contractor or designated delivery person knows exactly what they are supposed to pick up.
- Prior to preparing the Stock Requisition, Engineering will schedule date and time for pickup with one (1) hour window for Contractor to show up at the Yards and inform the Stock Room of the scheduled time of pickup. Multiple trips to the Stock Room by the Contractor or designated delivery person on the day of pick up will be allowed but not on consecutive days.
- If Contractor or designated delivery person does not pick up the issued materials during the (1) hour window on the scheduled pick up date, the Stock Room will **NOT** issue the materials until one (1) week after the original specified date and time. No exceptions. This needs to be made clear to the Contractors at the preconstruction meeting.
- Engineering personnel will coordinate and fax, e-mail, or have the Contractor or designated delivery person pick up the approved requisition in order to have it in hand for the Stock Room personnel at the scheduled delivery date and time.
- Stock Room personnel will have the Contractor or designated delivery person sign off on the Stock Room's requisition copy to document that the requisition is in fact the materials that were paid for and picked up.

STOCK ROOM ISSUES PROCEDURES AND POLICY (CONTINUED)
JUNE 2005

- Pick Up Hour Windows: 8:00 a.m. to 12:00 p.m., 12:30 p.m. to 2:00 p.m.
- Engineering needs to allow 48 hours (minimum) for the Stock Room personnel to pull the items prior to pick up after Supervisor approval of the Stock Requisition.
- Engineering Technicians will schedule stock issue pick up when the Technician in charge is scheduled to be at work or will make arrangements for a backup Technician to answer questions.

Engineering Staff - Make sure these procedures are communicated at the preconstruction meeting conducted with the Contractors/Developers. This policy can be used as a handout to the Contractors/Developers.

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

**CONTRACTOR'S AUTHORIZATION
FOR STOCK ISSUE PICK UP**

ENGINEERING PROJECT MANAGER: _____
(Print Name)

STOCK ISSUE PICKUP:

I authorize _____ to pick up the materials
(Print Name)

specified on Stock Requisition No. _____ on _____
(Date)

at _____ a.m./p.m.
(Time)

Driver will be required to furnish proper identification in the form of a Driver's License identifying authorized person listed above and a copy of the actual stock Requisition or transfer of materials to authorized person will not be allowed.

Contractor's Name (Print)

Contractor's Signature

(Date)

RECEIVED BY:

Print Name

Signature of Authorized Person

(Date)