

SECTION 11
CONSTRUCTION - THE PRECONSTRUCTION MEETING

11.0 PRECONSTRUCTION MEETING

The Preconstruction meeting is held to discuss pending construction issues for a particular project. The meeting is held at the Engineering trailer at 195 North "D" Street, San Bernardino. As an alternative, the meeting could be held at the job site.

Usually, the parties in attendance at the meeting are:

- The Developer's representative, typically the owner.
- The Developer's superintendent, typically a construction and development company project manager.
- The pipeline contractor's and/or subcontractor's representative.
- The pipeline contractor's and/or subcontractor's foreman.
- The inspector responsible for job-site inspections.
- The SBMWD Principal Engineer.
- The SBMWD Water Utility Engineer responsible for Developer-Installed Projects.
- The SBMWD Water Utility Engineering Technician responsible for the coordination of inspection services.
- The Senior Office Assistant responsible for Developer-Installed Agreements.
- Any interested party from any other agency, company, subcontractor, SBMWD employees, etc.

The following items need to be presented at the Preconstruction meeting:

- The PRECONSTRUCTION MEETING AGENDA. (Attached in Appendix Q) Provide enough copies for all attendees. Retain one clean copy of the agenda for the Mains and Laterals Inspection CO file.
- The latest copy of the Standard Specifications and Drawings for Construction of Domestic Water Systems attached as Appendix 'E'.
- The working copy of the "Emergency Shut-down Plan". Make it known to all parties involved that all existing valve operation must be directed by or done by the SBMWD Engineering or Water Utility staff.
- The CONSTRUCTION CHECKLIST. Provide enough copies for all attendees. Retain one (1) clean copy of the Construction Checklist for the Mains and Laterals Inspection CO file and an additional clean copy for the Service Inspection and Materials CO file.
- A copy of the Water Improvement Plans - for reference.
- Examples of SBMWD service components that will be issued for the project - optional.
- A copy of the contract agreement - for reference.
- A copy or copies of an 8.5" x 11" reference map of the project.
- A blank copy of the "Waste Discharge Notification Form" (De Minimus Discharge Facsimile) - for discussion.
- A list or lists of problems that have been discovered with respect to the Water Improvement Plans, standard drawings, utility conflicts, pending or current local events, site specific hazards, the weather, or any condition that will have an impact upon the project's construction.

Do the following tasks during the meeting:

- Circulate a copy of the "Preconstruction Meeting Agenda" and require each attendee to sign in. Retain this master sign-in sheet for the Mains and Laterals Inspection CO file.
- Distribute a copy of the "Preconstruction Meeting Agenda" and the "Construction Checklist" to each attendee.
- Make special note of the status of payments, including any deficiencies or omissions of payment at the top section of the Preconstruction Meeting Agenda. Discuss how delays in payments will cause delays in construction.
- Briefly discuss the existence of the "emergency shut-down plan" and its significance.
- Review aloud the "Construction Inspection Checklist" - section by section.
- Discuss the "Waste Discharge Notification Form" (De Minimus Discharge Facsimile) - A five day advance warning for submitting the form is required.
- Discuss and confirm that the following exists:
 - a. Underground Service Alert (USA) ticket(s). Look for marks in the field and check the USA ticket number listing(s).
 - b. City or County Street Cut Permit(s), as appropriate. Call the City of San Bernardino Development Services or the County of San Bernardino to confirm the permit(s), if there is any doubt of their existence.
- Answer any questions that come up. Solve any problems with respect to the expectations of the SBMWD. Clarify any procedure, especially those commonly done differently by other utilities.
- Discuss nonstandard construction methods or nonstandard components specified in SBMWD Standard Drawings.
- Establish the pending construction schedule, if known.

- Discuss Stockroom policies and procedures for Developer pickup of SBMWD issued materials attached to the Preconstruction Meeting Agenda.
- Inquire about soil conditions. The pipe zone requires backfill equivalent to SE 30 sand. A soils report from the Owner is required.
- Request a list of components to be used during construction, if available.

11.1 REQUIREMENTS PRIOR TO CONSTRUCTION

- Design changes due to unforeseen circumstances encountered.
- National Pollution Discharge Elimination (NPDES) permit.
- List of shop drawings, materials unobtainable from external (to the SBMWD) sources. State evidence of unobtainability.
- Advance notice (two days) for picking-up materials from SBMWD.
- Perform job-walk with inspector to include the following:
 - Underground Service Alert (USA) ticket(s). Look for marks in the field and check the USA ticket number listing(s).
 - Confirm that the current site conditions are adequate for construction to begin. If site conditions are inadequate, note the details and discuss these details with the attendees of the meeting. Examples of these conditions include: Poor grading, nonexistence of required curb and gutter, inadequate pipe component storage, unacceptable components, etc.
 - Check soil conditions. The pipe zone requires backfill equivalent to SE 30 sand. A soils report from the Owner is required.
 - Request a list of components to be used during construction, if available. Compare the list to what is observed onsite. Examine any and all components on the site for damage. Note component types, configurations, status, etc.

- Written notice (five days) prior to the commencement of work.