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<https://www.pacificwa.gov>

# PRE-CONSTRUCTION CONFERENCE AGENDA

**Project Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

1) The following items are to be provided to the City one week prior to the Pre-Construction Conference by the Contractor/ Developer:

- |  |   |
|--|---|
| <input type="checkbox"/> Four sets of the Approved Construction Documents with a yellow binding strip or printed on yellow paper | <input type="checkbox"/> Completed Over-Load Permit   |
| <input type="checkbox"/> Copies of right(s)-of-way dedication(s) ready for recording   | <input type="checkbox"/> Contact numbers (24-hour) for prime contractor                     |
| <input type="checkbox"/> Copies of easement dedication(s) ready for recording  | <input type="checkbox"/> Name and contact numbers for erosion control                       |
| <input type="checkbox"/> Copies of "Waivers of Protest" ready for recording  | <input type="checkbox"/> Contact numbers for all sub-contractors                            |
| <input type="checkbox"/> Performance Bond  | <input type="checkbox"/> Copy of City Business License for contractor and sub-contractor(s) |
| <input type="checkbox"/> Completed Right-of-Way Permit Application   | <input type="checkbox"/> Proposed construction schedule                                     |
| <input type="checkbox"/> Traffic Control Plan  | <input type="checkbox"/> Copy of NPDES permit from Washington State Department of Ecology   |
| <input type="checkbox"/> A map of proposed haul route(s)   | <input type="checkbox"/> Copy of Approved Parking/Landscaping Plan(s)                       |

2) The Contractor/Developer shall bring the following items to the Pre-Construction Conference:

- |   |   |
|---|---|
| <input type="checkbox"/> Approved Construction Documents with a yellow binding strip or printed on yellow paper | <input type="checkbox"/> Copy of Certificate of Insurance naming City of Pacific as an additional insured |
|---|---|

3) The Contractor/ Developer shall have the following items on the Construction site during hours of construction:

- |   |  |
|---|--|
| <input type="checkbox"/> Approved Construction Documents with a yellow binding strip or printed on yellow paper | <input type="checkbox"/> Building Permit               |
|   | <input type="checkbox"/> Right-of-Way Permit           |
|   | <input type="checkbox"/> Copy of City Business License |
|   | <input type="checkbox"/> Approved Traffic Control Plan |

## PRE-CONSTRUCTION CONFERENCE AGENDA (*Continued*)

### 4) Existing Utilities:

- The Contractor is required to notify "Utilities Underground Location Center."
- Existing sanitary, storm, and water systems are owned by the City of Pacific; power and gas are owned by Puget Sound Energy; phone and fiber optic lines are owned or maintained by Qwest; and cable television facilities are owned and/or operated by Comcast. The following is a list of the emergency contact numbers:

#### EMERGENCY and/or UTILITY CONTACTS

<b>Fire Dept.:</b>	<b>Valley Regional Fire Authority</b> Attn: Karen Stewart, Fire Marshal 1101 D Street NE Auburn, WA 98002-4025 Phone: 253-288-5871 Email: <a href="mailto:Karen.Stewart@VRFA.org">Karen.Stewart@VRFA.org</a>	<b>Sewer, Streets, &amp; Water:</b>	<b>Water Division Manager</b> Attn: Jim Schunke 100 3rd Avenue SE (City Hall) Pacific, WA 98390 Phone: 253-929-1116 Email: <a href="mailto:JSchunke@ci.pacific.wa.us">JSchunke@ci.pacific.wa.us</a>
<b>Police Dept.:</b>	<b>Pacific Police Department</b> Attn: Lt. Bos 133 3rd Ave SE (Public Safety Building) Pacific, WA 98047 Phone: 253-929-1135		<b>Sewer / Streets / Water</b> Bill Brookhart, City Maintenance Supervisor Address (same as Water Division Manager) Phone: 253-929-1110 Email: <a href="mailto:BBrookhart@ci.pacific.wa.us">BBrookhart@ci.pacific.wa.us</a>
<b>Phone:</b>	<b>Century Link – King County</b> Ms. Taryn Ehlig, Local Network Engineer Phone: 206-733-8858 Email: <a href="mailto:Taryn.Parsons@centurylink.com">Taryn.Parsons@centurylink.com</a>		
	<b>Century Link – Pierce County</b> Karen Berry, Design Engineer Phone: 253-921-2072 Email: <a href="mailto:Karen.Berry@CenturyLink.com">Karen.Berry@CenturyLink.com</a>	<b>Electric &amp; Gas:</b>	<b>Puget Sound Energy</b> Attn: Mr. Sandy Leek 3130 S 38th Street Tacoma, WA 98409 Phone: 253-381-7313 E-mail: <a href="mailto:sandy.leek@pse.com">sandy.leek@pse.com</a> Emergency Number: 1-888-CallPSE
<b>Cable:</b>	<b>Comcast</b> Jerry Steele Comcast Cable Corporation 402 Valley Avenue NW, Suite 101. Bldg A Puyallup WA 98371 Phone: 253-288-7532 E-mail: <a href="mailto:Jerry_Steele2@comcast.com">Jerry_Steele2@comcast.com</a>		

### 5) Notifications:

- Contractor shall provide a minimum 1-week notification to the City Public Works Department, schools, fire districts, and utility companies for any work within the public rights-of-way. The City can require, at their discretion, written evidence of same.
- The Contractor is advised that written notification shall be provided by the Contractor to the City for any proposed work to be completed outside of the project scope. Notification shall be provided at a minimum of 5 days prior to the work being scheduled. The City shall review and approve of the changes in scopes prior to the start of the construction work.
- The Contractor shall notify the Inspector \_\_\_\_\_ at (253) \_\_\_\_\_ upon completion of the installation of all required erosion control measures and at least 24 hours prior to beginning construction.

## PRE-CONSTRUCTION CONFERENCE AGENDA (*Continued*)

- The Contractor shall be allowed to work between the hours of 7:00 a.m. and 7:00 p.m. (Monday through Friday, except on City-recognized holidays). Work outside of these hours requires 48-hours notice to the City and the inspector.
- The contractor shall coordinate with the inspector and Water Manager four (4) working days prior to any proposed water shutdown. NO WATER SHUTDOWNS WILL BE PERMITTED ON MONDAYS, FRIDAY, OR THE DAY FOLLOWING A HOLIDAY.

### 6) **Standards of Construction:**

- The Contractor shall be responsible for all standards of construction and restoration methods as specified in the City standards, City codes, and project specifications. The City "Development Guidelines for Public Works Construction" are available at [www.usspecbook.com](http://www.usspecbook.com)
- Should material data need to be approved by the City, materials shall be submitted for review and approval (three in number) to the City. Submittals shall be reviewed and returned within one week after receipt of same.
- The City has retained the services of an outside consultant to observe and verify that the methods and materials of construction meet or exceed City Standards. Observation time will vary based upon the contractor's quality of operations, maintenance of schedule, and level of communications. In addition to the on-site field time there will be some time required for office engineering and support. The quantity of office support time also varies according to volume of project work required to support on-site observation activities. This service is billed on a time and materials basis.

### 7) **Public Attention and Safety:**

- The City or its agents are not safety experts; nor shall they be relied on for this purpose. Safety of the construction site is the Contractor's responsibility.
- All public traffic shall be permitted to pass through the work with as little inconvenience or delay as possible. The Contractor shall keep existing roads and streets adjacent to or within the limits of the project open to, and maintained in a good and safe condition for traffic at all times. Local access for property owners and emergency vehicles must be provided at all times.
- Existing Survey Markers shall be preserved and protected. If the Contractor anticipates the need to disturb survey markers, monuments, or property corners, the Contractor shall verbally notify the City followed by written notification 48 hours prior to disturbing said reference points.
- The Contractor will be held responsible for all damages caused to the roadway surfacing which lies both inside and outside those areas required for the construction of this project. The Contractor shall replace, at his sole expense, those improvements necessary to satisfactorily restore said pavement surface to the City's satisfaction.
- For City right-of-way, the Contractor shall be required to provide the services of an approved soils testing laboratory to conduct density tests of the backfill and roadway compaction to insure its compliance with applicable standards. Backfill material shall be suitable (City approved) import. The test results must be furnished directly to the City. The Contractor shall comply with all requirements specified by the City.

**PRE-CONSTRUCTION CONFERENCE AGENDA (Continued)**

**8) Contractor:**

Name: \_\_\_\_\_ Tel #: \_\_\_\_\_

Email: \_\_\_\_\_ Cell #: \_\_\_\_\_

Name: \_\_\_\_\_ Tel #: \_\_\_\_\_

Email: \_\_\_\_\_ Cell #: \_\_\_\_\_

Name: \_\_\_\_\_ Tel #: \_\_\_\_\_

Email: \_\_\_\_\_ Cell #: \_\_\_\_\_

**Subcontractors:** Contactor needs to identify all subcontractors to be used on the project:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Type of work: \_\_\_\_\_ Type of work: \_\_\_\_\_

**9) Project Close-Out:** Performance and Right-of-Way Bonds will not be released until the following items are completed:

- Final Acceptance of Work:** The Contractor shall call and request a final inspection for developing “punchlist”. Prior to the acceptance of this project as complete, the Contractor shall satisfactorily complete the items listed on the City “punch list.”
- As-built:** The Contractor shall maintain a legible set of as-built drawings during construction. All as-built data shall be provided to the City upon project completion in PDF version and electronic format (AutoCAD – verify with City acceptable versions). Two paper copies shall be submitted for review and acceptance prior to the production of mylar and electronic “As-Built” files.
- Landscape Certification:** The landscape designer shall submit a letter to the City certifying completion and compliance of landscaping and irrigation construction per the approved plans.
- Payment of All Fees:** All Fees for inspection services, “Punchlist” walk through, and “As-built” review shall be paid in full. All inspection services and plan reviews are billed on a time and materials basis.
- Guarantee on Completed Work:** The Contractor shall be held responsible for his/her workmanship following the projects final acceptance. A 24-month Maintenance and Defect (M&D) bond for roads and utilities and a 36-month M&D bond for landscaping shall be provided to the City. Prior to release of the M&D Bond(s) the contractor/developer shall schedule a final walk through.
- Cross Connection Control:** The contractor shall provide the City with a copy of the cross connection control certification prior to occupancy.