PRE-CONSTRUCTION MEETING AGENDA

Meeting to be run by Engineer of Record. Meeting may be recorded.

Project Name: _______________________
Date: __________________

Engineer of Record (EOR) Name: _____________________________________________________________________

Engineer of Record (EOR) Company: __________________________________________________________________

PSLUSD Project Number: ___________________________________________________________________________

1. Sign in and Introduction – Make sure to sign sheet prior to leaving.
2. Status of Service Agreement – Date: ________________
   Notes: ____________________________________________________________________________________
   _______________________________________________________________________________________

3. Construction Drawings and Schedule – The only plans recognized are the plans with approved stamp from the PSLUSD. A set of plans and specifications must be on site at all times.
   Date of Approved Plans: ________________
   Specifications Governing Construction: ________________
   Notes: ____________________________________________________________________________________
   _______________________________________________________________________________________

4. Time – Estimated Start Date: ________________
   Estimated Completion Date: ________________
   Remember to allow time for review and approval of packages.
   Notes: ____________________________________________________________________________________
   _______________________________________________________________________________________

5. Inspections – The EOR runs the project, including inspections. All submittals are to come through the EOR.
   PSLUSD Inspectors are observers and will note when there is a deviation from the approved plans or the PSLUSD Standards.

   All inspections and tests are to be scheduled via email by the EOR only and require a minimum of 48 hours advanced notice. More than 48 hours’ notice may be given. Please email the Utility Engineering Division of the City of Port St Lucie Utility Systems Department at inspectors@cityofpsl.com, sharnage@cityofpsl.com and the PSLUSD Project Manager.

   Inspections to be scheduled Monday thru Friday from 7:00AM-5:00PM. (Inspection ending at 5pm) Inspections outside of these hours will be billed at $48.00 per hour; this includes nights, weekends and City holidays. Weekend work must be requested by the previous Wednesday by noon.
When requesting an inspection, use the following format:

**Project:** PSLUSD Project Name and Number  
**Date:** Date Requested  
**Time:** Start Time  
**Duration:** Length of Inspection (1 hr., 2.5 hrs., etc.)  
**Type:** Type of Inspection  
**Specifics:** Length and Size of Pipe, Structure Number(s), Gallons of Water to be Used, Map or Sketch of Test/Location: Use Overall Utility Sheet from Approved Plans, etc.  

**NOTES:**

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6. **Reinspection Fees** – Fees to be billed at $32.00 per inspection hours scheduled. Reinspection fees shall be assessed for the following conditions:
   
   A. No Show by Engineer of Record and/or Contractor.  
   B. Cancellations with Less than 24 Hours’ Notice.  
   C. Inspection failures due to non-compliance with PSLUSD Standards, approved plans, permits or policies.  
      If the required paperwork is incomplete or inaccurate, the inspection is considered failing.

   Failed Inspection Fees must be paid prior to scheduling any further inspections.

   **Notes:**

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7. **Required Scheduled Inspections for Water, Wastewater, and Reclaimed Water**

   *Pre-testing by Contractor Recommended*

   These inspections can be scheduled through normal inspections procedures for the same day, as long as the request is prior to 12:00 PM (Noon) and an Inspector is available.

   1) Materials – May have multiple materials inspections.  
   2) Jumper Installation  
   3) Jumper Removal  
   4) Shutdowns – Seven (7) calendar days’ notice required. Map of valves to be closed and affected customers must be attached to the request.  
   5) Jack and Bores, Directional Drilling, Directional Bores – Any bores are required inspections.  
   6) Restraints and Conflicts – Must be available for photographs any time a facility crosses within 5’ of another facility.  
   7) Flushing – Use of two (2) pigs minimum required.  
   8) Pressure Testing – The Leak Test Package must be submitted prior to scheduling. This package includes As-builts, Easements, Density Tests, Asset List (unsigned).  
   9) Fire Hydrant Flow Test  
   10) Chlorination – Prior to scheduling, an 8 ½” x 11” sample point map must be submitted for review and acceptance by the Project Manager after the points are installed.  
   11) Chlorination Flush – Must start 24 hours after the Chlorination ends.

Effective 5/1/2019
12) Plugging and Removal of Sample Points.
13) Wire Trace Continuity and EMS Marker Locates.
14) Concrete Pad Formwork/Rebar Placement.
15) Grinder Pickup at PSLUSD – Must be scheduled.
16) Repairs, Construction that Varies from Approved Plans, Field Changes.
17) Telespections – To inspect for any dips in the line. Base rock or final backfill must be installed prior to scheduling.
18) Infil/Exfil Testing - The Leak Test Package must be submitted prior to scheduling. This package includes As-builts, Easements, Density Tests, Asset List (unsigned).
19) Interceptors – Materials and Completion.
20) Installation of Pump Stations – Lift Stations, Grinders.
21) Valve Vault Set.
22) First Manhole Installed on Project and/or First Manhole out of Lift Station.
23) Deflection Testing – Base rock or final backfill must be in place for 30 days prior to scheduling.
24) Liner Welding and Spark Testing on Manhole and Lift Stations.
25) Pump Station Start-up – Pump Station Data Sheet to be submitted with the scheduling request. City will supply generators for lift stations.
26) Pump Station Inspection – Includes entire pump station site.
28) Utility Work Completion Inspection – Site must be at final grade around utilities prior to scheduling and as-builts must be complete and approved.
29) Meter Install – For meters larger than 2” and installed by Contractor.

The following test equipment can be provided by the City:

   A. Hydrant Flow Test
   B. Mandrel
   C. EMS & Wire Trace Test

The Contractor should be ready to start the inspections at the scheduled time. All preparation for the inspection should be completed prior to the Inspectors arrival.

City Inspectors and/or the EOR will determine if the Contractor is ready for the inspection. Any inspection which runs over the scheduled time frame may be considered failing. Requesting longer than necessary inspection times to avoid reinspection fees is not acceptable.

Notes: ________________________________________________________________

8. Inspection/Testing Reports – The EOR or a person under their direct supervision is to approve all test reports in the field at the time of the test. The report can be completed by the PSLUSD Inspector if requested by the EOR, except for Density Testing and Lift Stations. All test reports are to be submitted to the City within 24 hours of the test completion. If the report is not done on site, or received by the City in a timely manner, the inspection will be considered a failure and reinspection fees shall apply.

Test Reports Offered by PSLUSD Inspectors:

   A. Pressure Test
B. Chlorination Test  
C. Fire Hydrant Flow Test  
D. Wire Continuity & EMS Test  
E. Telespection Test  
F. Deflection Test  
G. Infil/Exfil Test

All inspection forms can be found at [https://utility.cityofpsl.com/media/1315/inspection-forms-package.pdf](https://utility.cityofpsl.com/media/1315/inspection-forms-package.pdf). PSLUSD inspectors have electronic forms available on the job site for use and to be signed by the EOR Representative.

Notes:_________________________________________________________________________________  
______________________________________________________________________________________

9. **Leak Testing Package** – The Leak Testing inspection is to be scheduled seven (7) calendar days from receipt of the completed Leak Test Package.

The Leak Testing Package Includes: Complete Density Tests, As-built Survey, Draft of the Asset List (unsigned), and Easements Documents - Completed but unsigned.

Notes:_________________________________________________________________________________  

10. **Interceptor Requirements** – Material and Completion inspections are required to ensure installation per PSLUSD specifications and all connections to required appliances are in place. These are the only inspections required by the PSLUSD, however, we will perform additional inspections throughout the course of work at the request of the EOR/Contractor. This is highly recommended.

Notes:_________________________________________________________________________________  

11. **Density Requirements** – Density Tests frequently delay the project. The Geo-Tech should read the PSLUSD Utility Standards carefully for the testing requirements.

All Density Tests (typed, signed and sealed reports) should be emailed to utileng@cityofpsl.com in PDF format, including pass or fail notation.

As ‘digging down’ for testing is not acceptable, it is recommended that the density technician start the project on day one and work daily with the Contractor. Log books should always be kept up to date, but are optional as a submittal item.

12. **As-builts** – As-builts must be signed and sealed by a Professional Surveyor and Mapper (PSM) or Professional Land Surveyor (PLS) licensed in the State of Florida, prepared in accordance with the PSLUSD Utility Standards and submitted to the Utility Systems Department.

The Utility Work Completion Inspection will be considered failing if the As-builts are not approved. Review and/or reinspection fees will apply.
As-builts can be a major cause of delays. Ensure that the surveyor reads the Utility Standards carefully to understand what is required by the PSLUSD. It is recommended that the surveyor start the project on day one, and not wait until the end to do the As-builts.

Notes: ____________________________________________________________________________________

13. Utility Work Completion Documents – The Utility Work Completion Inspection will not be scheduled until the Utility Work Completion Inspection Package has been electronically received (utileng@cityofpsl.com) for review by the PSLUSD. You may request the inspection with the submission of the package. Completion Inspections will be scheduled seven (7) calendar days from the request.

The Utility Work Completion Package can be found at https://utility.cityofpsl.com/media/1212/utility-work-completion-inspection-package.pdf


Notes: ____________________________________________________________________________________


The Property Owner, EOR and Contractor should review these documents today and ensure they agree with the verbiage on all forms. Any changed will have to be approved by the City’s Legal Department.

The Applicant will not receive their meter/backflow assembly or utility service until the Turnover Package has been reviewed and accepted in writing by the PSLUSD.

Notes: ____________________________________________________________________________________

15. Temporary Water Meter – Temporary construction meters will be installed by the PSLUSD and may be placed on nearby existing fire hydrants (that are owned and operated by the PSLUSD) or on the jumper. The Temporary Water Meter Application and Policy can be found at:

https://utility.cityofpsl.com/media/1244/temporary-water-meter-application.pdf

The application is to be completed by the applicant and emailed to utileng@cityofpsl.com and the PSLUSD Plan Reviewer for approval. Once approved, the applicant will be contacted by Customer Service with the appropriate fees. The meter will be installed within seven (7) calendar days of the date the fees are paid.

Reminder: Pay close attention to the expiration date on the permit, as the PSLUSD may remove the meter on the day after the permit expires. If you still need the meter, make sure to extend the permit early.

Notes: ____________________________________________________________________________________
__________________________________________________________________________________________

16. Repair Kits/Tools – Reminder to turn over all Repair Kits and Tools at the time of the inspection. All items must be turned over to the City in new and unused condition. The inspection will be considered failing until the kits are received.

A. Pump Station Repair Kits – At the Pump Station Startup Inspection.
B. Fire Hydrant Repair Kits – At the Fire Hydrant Flow Test. They must be from the manufacturer of the hydrant. After market items will not be accepted. One (1) kit should be provided per every five (5) hydrants.
C. Manhole Tools (60" Heavy-duty "Johnson type" pry bar) – At the Telespection Inspection. One (1) per project.
D. Valve Key – At the Pressure Test Inspection. One (1) per project, minimum of 6’ in length.
E. Hydrant Wrench – At the Fire Hydrant Flow Test. One (1) per project.

Notes: ____________________________________________________________________________________
__________________________________________________________________________________________

17. Web Address – Most forms and other information can be found at the following:


From the City of Port St Lucie Home Page (www.cityofpsl.com):

- Government
- Departments
- Utilities
- Commercial
- Under Utility Engineering select Forms & Downloads

18. Important Notes:

- Review and approval time are based on the submittal packages. Errors and omissions in submittal packages will require multiple submittals and reviews. This may cause delays to your project and affect your completion date.

Include the following time frames in your project schedule:
Service Shutdowns of any type require seven (7) calendar days’ notice and must include a map showing valves to be closed and customers affected.

- Time for Submittals (Plans, Shop Drawings, etc.) to be Reviewed by PSLUSD – Up to 30 calendar days.
- Time for Utility Work Completion Inspection Package to be Reviewed by PSLUSD – Up to seven (7) calendar days.
- Time for Acceptance Package to be Reviews – Up to seven (7) calendar days.
- Time for corrections to be made is dependent upon the EOR.
- Time for Meter to be Set after Completion and Acceptance by PSLUSD – Up to seven (7) calendar days.

- Several of the inspections require submittal and acceptance of paperwork. Please note these now and prepare accordingly as to not delay your testing schedule. Please share this information with the person who schedules inspections for this project.

- PSLUSD Project Name and Project Number (NOT a “P” number) to be included in all submittals. This can be found on the first page of the Pre-Construction Request Form attached to this Agenda. The PSLUSD file number should be listed first in the subject line in all correspondence.

- Water Meters (those supplied by the PSLUSD and the Contractor) will not be set until the Acceptance/Turnover Package has been accepted by the PSLUSD.

- Inspectors will do courtesy reviews of the EOR’s or Contractor’s as-builts/redlines during any scheduled onsite inspection, if the documents are available.

- Temporary Water Meters are installed by the PSLUSD after the receipt and approval of the application and payment of fees.

- Ballast concrete may not exceed a point 6” below the invert of a grinder or valve vault. Ensure the excavation is large enough to accommodate the amount of concrete needed. No additional concrete may be dumped into the hole.

- No pipe backfill will take place without written consent from the PSLUSD. If no restraints or conflicts are in the area to be backfilled, a photo of the area may be emailed to the Inspector, at the discretion of the Inspector. If gravity sewer is to be backfilled, along with the photo, send the inspector the inverts (both ends – MH/MH or MH/WW), length of pipe, and installed pipe slope for the Inspector to confirm prior to approving the area for backfill.

- Flushing signs will be provided by the PSLUSD Inspector for schedule inspections. The Contractor will make arrangements with the Inspector to obtain additional signs needed for Bacteriological Testing. One (1)
sign per sample point is needed. If the signs are not returned to the PSLUSD there will be a $12.00 fee, per sign, which must be paid prior to acceptance.

- **Meter and Backflow Assembly Space Lengths** – City Installs and Certifies up to 2”
  - 5/8” Meter/Backflow requires 21 1/2” from inlet side of meter to outlet side of backflow.
  - 5/8” x ¾” Meter/Backflow requires 21 1/2” from inlet side of meter to outlet side of backflow.
  - 1” Meter/Backflow requires 26 1/4” from inlet side of meter to outlet side of backflow.
  - 1 ½” Meter/Backflow requires 33 3/4” from inlet side of meter to outlet side of backflow.
  - 2” Meter/Backflow requires 38 1/2” from inlet side of meter to outlet side of backflow.
  - 2” Compound Meter/Backflow requires 33 3/4” from inlet side of meter to outlet side of backflow.

PSLUSD will install the meter and backflow only after the project has been accepted by the PSLUSD. All flanges, unions, reducers, etc. will be installed by the Contractor. All up to seven (7) calendar day for meter to be set. The backflow assembly will be certified at this time by the PSLUSD.

19. **Other Permits**
- If applicable, please provide copies of permit(s) and/or environmental site assessment detailing the measures taken to protect endangered, threatened or species of special concern (Gopher Tortoise, Eastern Indigo Snake, Crested Caracara, etc.) that may be located on the proposed project site, pursuant to City Code Sec. 157.07.
- FDOT
- SLC

20. **Open Discussion:**

21. **Certification**
As the Engineer of Record, I hereby acknowledge that I have reviewed, understand, and will abide by all terms within this Agenda.

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<th>Printed Name</th>
<th>Signature</th>
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**CONSTRUCTION START APPROVAL**

Construction on the water and sewer portions of this project cannot start until the Engineer of Record completes the Pre-Construction Meeting Minutes or Summary of the meeting and returns it to the City for review and approval. Once approved the City will stamp the approved Meeting Minutes/Summary at the bottom of the last page with the construction start date.

Effective 5/1/2019