



E-Mail: [utileng@cityofpsl.com](mailto:utileng@cityofpsl.com)

## PRE-CONSTRUCTION MEETING AGENDA

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

Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_ Date: \_\_\_\_\_

Engineer of Record (EOR): \_\_\_\_\_

1. **Sign-In and Introduction** – Ensure all attendees sign attendance roster.

2. **Status of Service Agreement** – Date: \_\_\_\_\_

Notes: \_\_\_\_\_

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3. **Construction Drawings and Schedule** – The only plans recognized are the plans with approved stamp from PSLUSD. An Approved for Construction set of plans and specifications must be on-site at all times.

4. **Date of Approved Plans:** \_\_\_\_\_ **Specifications Governing Construction:** \_\_\_\_\_

Notes: \_\_\_\_\_

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5. **Time** – Estimated Start Date: \_\_\_\_\_ Estimated Completed Date: \_\_\_\_\_

*Remember to allow time for review and approval of packages.*

Notes: \_\_\_\_\_

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6. **Inspections** – The EOR runs the project, including inspections. All submittals must come through the EOR.

PSLUSD Inspectors are observers and will note when there is a deviation from the approved plans or PSLUSD Standards.

All inspections and tests are to be scheduled via email by the EOR only and require a minimum of 2 full business days advance notice. More than 2 full business days' notice may be given. To schedule an inspection, email the Utility Engineering Division of the Utility Systems Department at [inspectors@cityofpsl.com](mailto:inspectors@cityofpsl.com), [sharnage@cityofpsl.com](mailto:sharnage@cityofpsl.com), and the Project Manager/Coordinator.

Inspections are to be scheduled Monday through Friday from 7:00 am to 5:00 pm (*inspections ending at 5:00 pm*). 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 at 12:00 pm.

When requesting an inspection, use the following format:

**Project:** PSLUSD Project Name and Number

**Date:** Date Inspection Requested

**Time:** Inspection Start Time

**Duration:** Length of Inspection (1 hour, 2.5 hours, etc.)

**Type of Inspection:** 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: \_\_\_\_\_

**7. 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 EOR 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 and/or inaccurate, the inspection is considered failing.

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

Notes: \_\_\_\_\_

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

*Pre-Testing by Contractor Recommended*

- 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 Drills, 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 Record Drawings, 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/Coordinator after the points are installed.

- 11) Chlorination Flush – Must start 24 hours after the chlorination ends.
- 12) Plugging and removal of sample points.
- 13) Wire trace continuity and EMS marker locates.
- 14) Concrete pad framework/rebar placement.
- 15) Grinder pickup at PSLUSD Warehouse – must be scheduled.
- 16) Repairs and/or 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 Record Drawings, 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) Drop Manhole - Inspection of rebar prior to concrete pour for the drop.
- 24) Deflection Testing – Shall be conducted 30 days after final backfill, including pavement base course.
- 25) Line welding and spark testing on manholes and lift stations.
- 26) Pump Station Start-Up – Pump Station Data Sheet to be submitted with the scheduling request. City will supply generators for lift station start-up.
- 27) Pump Station Inspection – Includes entire pump station site.
- 28) Density Tests – Performed by a licensed geotechnical company.
- 29) Utility Work Completion Inspection – Site must be at final grade around utilities prior to scheduling and record drawings must be complete and stamped approved.
- 30) Meter Install – Meters larger than 2” will be installed by Contractor.
- 31) Manhole ring and cover adjustments.

**The following test equipment can be provided by the City:**

- A. Fire Hydrant Flow Test
- B. Mandrel
- C. EMS and Wire Trace Test

The contractor must be ready to start the inspections at the scheduled time. All preparation for the inspection must be completed prior to the inspector’s 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: \_\_\_\_\_  
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- 9. 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. 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 must be completed by the EOR representative on PSLUSD forms:**

- A. Pressure Test
- B. Chlorination Test
- C. Fire Hydrant Flow Test

- D. Wire Continuity and 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>.

Notes: \_\_\_\_\_  
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**10. 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, Record Drawings, Draft of the Asset List (unsigned), and Easements Documents - Completed but unsigned.

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**11. 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 PSLUSD; however, we will perform additional inspections throughout the course of work at the request of the EOR/contractor. This is highly recommended.

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**12. Density Requirements** – Density tests frequently delay the project. The Geotech 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](mailto: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. Logbooks are required unless otherwise noted (annotated on plan cover sheet) and should always be kept up to date.

**13. Record Drawings** – Record drawings (as-builts) must be signed and sealed by a Professional Engineer licensed in the State of Florida, prepared in accordance with the PSLUSD [Utility Standards](#), and submitted to the Utility Systems Department at [utileng@cityofpsl.com](mailto:utileng@cityofpsl.com).

The Utility Work Completion Inspection will be considered failing if the record drawings are not stamped as approved. Review and/or reinspection fees will apply.

Record Drawings can be a major cause of delays. Ensure that the EOR reads the [Utility Standards](#) carefully to understand what is required by PSLUSD. It is recommended that the surveyor and EOR start the project on day one and not wait until the end to do the record drawings.

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**14. Utility Work Completion Documents** – The Utility Work Completion Inspection will not be scheduled until the Utility Work Completion Inspection Package has been electronically received at [utileng@cityofpsl.com](mailto:utileng@cityofpsl.com) for review by 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 Checklist: Approved Record Drawings, Pump Station Start-up Report and manuals by manufacturer, recorded Access and Utility Easement.

Notes: \_\_\_\_\_  
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**15. Acceptance Turnover Documents** – Signed and sealed Record Drawings, Contractor’s Affidavit and Release of Lien, Request for Approval to Place System into Operation, Owner’s Affidavit, passing Utility Work Completion Inspection Report, Bill of Sale, and payment of any overtime/failed inspections.

The property owner, EOR, and contractor should review these documents today and ensure they agree with the verbiage on all forms. Any changes must 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 PSLUSD.

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

<https://utility.cityofpsl.com/media/1645/temporary-water-meter-doc-no-118-070119.pdf>  
<https://utility.cityofpsl.com/media/1849/temporary-water-meter-policy-edoc302a-040221.pdf>

The application is to be completed by the applicant and emailed to [utileng@cityofpsl.com](mailto:utileng@cityofpsl.com) and the PSLUSD Plan Reviewer for approval. Once approved, the applicant will be contacted by Connection Support and Billing 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 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: \_\_\_\_\_  
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**17. Repair Kits/Tools** – Reminder to turn over all repair kits and tools at the time of inspection as listed below. **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 start-up 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 for every five (5) hydrants.
- C. Manhole Tools – At the telespection inspection. One (1) manhole hook per project.
- D. Valve Key – At the pressure test inspection. One (1) minimum of 6’ in length per project.
- E. Hydrant Wrench – At the fire hydrant flow test. One (1) per project.







Notes: \_\_\_\_\_  
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**18. Web Address** – Most forms and other information can be found at the following links:


<https://utility.cityofpsl.com/get-connected/divisions/utility-engineeringcommercial-development/new-building-construction/>

<https://utility.cityofpsl.com/get-connected/divisions/utility-engineeringcommercial-development/forms-downloads/>









From the City of Port St. Lucie Home Page located at [www.cityofpsl.com](http://www.cityofpsl.com):

-  Government
-  Departments
-  Utilities
-  Commercial
-  Utility Engineering
-  New Building Construction/Forms

**19. Important Notes:**

-  Review and approval times are based on the submittal packages. Errors and omissions in submittal packages will required multiple submittals and reviews which may cause delays to your project and affect the 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 Package to be reviewed by PSLUSD – up to seven (7) calendar days.
-  Time for Acceptance Package to be reviewed – 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 you project.
-  PSLUSD Project Name and Project Number (NOT a “P” Number) is to be included on all submittals. This can be found on the first page of this Agenda. The PSLUSD Project Number should be first in the subject line of all correspondence.

- ☉ Water meters, whether supplied by PSLUSD or the contractor, will not be installed until the Acceptance/Turnover Package has been accepted by PSLUSD and payment of all applicable fees.
- ☉ Inspectors will do courtesy reviews of the EOR or contractor's record drawings/redlines during any scheduled onsite inspection if the documents are available.
- ☉ Temporary water meters are installed by PSLUSD after 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 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 scheduled inspections. The contractor will make arrangements with the inspector to obtain additional sign needed for bacteriological testing. One (1) sign per sample point is needed. If the signs are not returned to PSLUSD in usable condition, there will be a \$12.00 fee, per sign, which must be paid prior to acceptance.
- ☉ PSLUSD will install the meter and backflow only after the project has been accepted. All flanges, unions, reducers, etc. will be installed by the contractor. Allow up to seven (7) calendar days for meter to be set. The backflow assembly will be certified by PSLUSD at this time.

**20. Other Permits**

- ☉ If applicable, please provide copies of permit(s) and/or environmental site assessments 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 Section [157.07](#).
- ☉ FDOT
- ☉ SLC

**21. Open Discussion:**

**22. Certification**

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

Printed Name	Signature	Date
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Construction on the water and sewer portions of this project shall not start until the Engineer of Record completes the Pre-Construction Meeting Minutes or summary of the meeting and returns it to PSLUSD for review and approval. Once approved, PSLUSD will stamp the approved Meeting Minutes or summary at the bottom of the last page with the construction start date.