

# *Consultant/Contractor Liaison Meeting Minutes*

**Presenters:** Rémi Dubé, P.Eng, Development Services Manager  
Doug Mossey, P.Eng, Inspection Services Manager  
Bill McKay, GIS Coordinator

## **1. As-Constructed Drawing Submissions**

### **a. Due Diligence Regarding Submissions**

- i. Quality and completeness is important, as these are the City's source for the GIS inventory
- ii. Use ortho for quality assurance/quality control
- iii. Warning regarding as-constructed drawings that match the final design verbatim
- iv. Key Plans – If connections are only shown on the key plans, they are to be noted as such
- v. Link: <http://www.surrey.ca/files/DrawingStandardsu.pdf>

### **b. Hard Copy Submissions**

- i. Only one hard copy is required by GIS

### **c. Digital Copy**

- i. Submit with initial and final as-constructed submissions (GIS may occasionally request a digital copy at the final design stage for some projects)
- ii. AutoCAD 2010
- iii. Match the City of Surrey spatial reference system – NAD83 CSRS  
4.0.0.BC.1GVRD2005-04-05

### **d. Access to Existing As-Constructed Drawings**

- i. Via COSMOS document search
- ii. Via City of Surrey project number
  1. Link: <http://www.surrey.ca/city-services/664.aspx>
- iii. **New!** – Via Bulk Data load (also includes new lidar, dem, contours & ortho imagery)
  1. Link: <http://www.surrey.ca/city-services/13893.aspx>

### **e. Track status of submissions**

- i. Via On-Line Development Inquiry – under AS-BUILT (AB) Drawing Submission Section

- ii. Figure from webpage:

**AS-BUILT (AB) DRAWING SUBMISSION:**

Initial AB Received:	May 11, 2011
Initial AB Processed, Final AB Requested:	Jun 23, 2011
Final AB Received:	Aug 22, 2011
Final AB Processed, Project Acceptance:	Aug 30, 2011

- iii. Link:

<http://developers.surrey.ca/AMANDA5/eNtraprise/DInquiry/index.jsp>

**f. New Surrey Drawing Template**

- i. GIS has noticed that some submitted drawings vary with regard to drawing size and layout. GIS is creating an updated drawing template for all consultants to use. This template will be made available as soon as it finalized.

**g. GIS-related comments or questions can be directed to:**

- i. Bill McKay, GIS Coordinator  
[bdmckay@surrey.ca](mailto:bdmckay@surrey.ca)  
604-591-4868
- ii. Gary Chinery, GIS Specialist (Senior CAD Drafter)  
[gbchinery@surrey.ca](mailto:gbchinery@surrey.ca)  
604-591-4629

**2. Pre-Application Meeting Information**

- a. Decisions made at pre-application meetings are sometimes not reflected in the Engineering Requirements and Review documents.
- b. Engineering consultant are to advise City staff should this be identified.

**3. Project Scoping Review Process Update**

- a. Some design issues may be brought forward earlier in the process now with the mandatory submission of preliminary engineering servicing concept as part of development applications.
- b. After the Development Services Project Supervisor has reviewed the Project Scoping submission, then he/she can discuss with the designer to determine if a meeting is required.
- c. Schedule a meeting at project scoping stage so engineering consultant who is more intimate with the proposed design can explain to staff why the design is such and its nuances.

**4. Project Detailing Review Process Update**

- a. Reinstate project detailing meeting with staff and engineering consultant to reduce number of resubmissions at either the Consultant's request or the Engineering Department's request.

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- b. If, after the first submission or subsequent submissions, there are significant issues, then a meeting can be requested by the Development Services Project Supervisor or the engineering consultant. Rick Bull or Rémi Dubé can attend as required.
- 5. Preliminary Construction Traffic Restrictions During Design Process**
    - a. Preliminary construction traffic restrictions should be identified on drawings so contractors bid on the same understanding.
    - b. Where necessary, Traffic Operations staff will provide preliminary construction traffic restrictions to the engineering consultant who will identify same on their drawings.
  - 6. Watermain Tie-Ins**
    - a. The consultant must provide sufficient tie-in configuration details to allow Development Services staff to confirm acceptance by Water Operations staff during the design stage.
  - 7. Pre-Construction Meeting Request Package**
    - a. A single point of contact is required to ensure all items in the pre-construction meeting request package have been submitted and accepted.
    - b. Contact person shall be Alice Hadden, Inspection Services Operations Clerk at [AVHadden@surrey.ca](mailto:AVHadden@surrey.ca). Staff will review reinstating the assigned areas for land development inspectors, i.e. North Surrey, Central Surrey or South Surrey.
    - c. The package submission shall include proposed attendees contact information and the proposed superintendent for the project.
  - 8. Contractors' Construction References and Work Experience**
    - a. Consultants are to review and confirm their proposed contractor's references and work experience.
    - b. Consultants to submit documentation outlining their proposed contractor's references and work experience to Alice Hadden, Inspection Services Operations Clerk at [AVHadden@surrey.ca](mailto:AVHadden@surrey.ca) *before* submitting the Pre-Construction Meeting request package.
    - c. This requirement applies to all Land Development Contractors.
  - 9. Insurance Forms**
    - a. No longer require Project Number reporting on form.
    - b. Use "Various Locations throughout Surrey" within the field titled "Location, Project Number, etc."
  - 10. Water Service Connections**
    - a. Water Operations no longer supports the use of Q-Line for water service connections.
    - b. Polyethelene line to be used on future projects, meeting AWWA C-901 & C-903 complete with #10 tracer wire.
    - c. The tracer wire shall not be coiled around the water service connection.

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## **11. Material Testing**

- a. The Contractor is to ensure compliance before forwarding to the engineering consultant for processing.
- b. The Consultant is to provide certified cover letter with package submission indicating compliance with standards and specifications.

## **12. Sewer Video & Sanitary Air Test Submissions**

- a. Interim releases must specify a maximum of 75% completion when sewer video submissions are outstanding.
- b. Inspection Services does not require nor want the binder associated with the Video Report.
- c. Digital video submissions can be submitted on the FTP site.
- d. Create New Folder by Project Number for submissions.
- e. Upon receipt of the hard copy Certified Test Report Submission, LD Inspector will go to FTP Site to review the uploaded video.
- f. Link: <ftp://ftp.surrey.ca/Inspection%20Services/Sewer%20Video%20Submissions/>
  - a. Username: cos
  - b. Password: SurreyBusiness
  - c. Follow instruction at top of the webpage to open the FTP Site in Windows Explorer.

## **13. Inspection Reports**

- a. Weekly Inspection Reports must be submitted regardless of site activity.
- b. Even if a site is inactive, the City requires assurance that ESC, Traffic Control or other requirements are being maintained and that the site is safe and secure.
- c. No releases will proceed if there are outstanding inspection report submissions.

## **14. Final Construction and Final Maintenance Inspections (FCI and FMI)**

- a. The Deficiency List for FCI's and FMI's is to be prepared by the Consultant and submitted to the assigned Land Development Inspector for review and comment.
- b. Inspection Services requires confirmation within the FMI Request that the Consultant shall be fully engaged throughout this entire process.
- c. A Consultant must be fully engaged with Land Development projects through to Acceptance.
- d. An absence of a Consultant will directly affect the FMI process and any further releases.
- e. The Consultant is to ensure that they have visited the site and confirmed that it is ready for an FMI prior to making the request.
- f. Regardless of the length of the maintenance period, a project may not be ready for an FMI if future on-site activities could damage City infrastructure.
- g. Inspection Services staff will make every attempt to schedule the FMI within 10 working days of the consultant submitting the request.

## **15. Requests for Reduction of Holdbacks.**

- a. Consultants are to ensure that all deficiencies as noted on the holdback/deficiency list are 100% complete.
- b. If for some acceptable reason some of the holdbacks/deficiencies cannot be completed, the consultant is to confirm this with the City's Inspection Services Section before submitting the request letter and sending a copy to the client.

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## **16. Requests for Reimbursement**

- a. The Consultant shall break out the DCW components within the Tender Documents in order to enable the issuance of a separate invoice for City processing.
- b. The Consultant shall provide a certified cover letter with the reimbursement request package, which must include:
  - i. Confirmation that the works are complete with a detailed breakdown of construction costs, Engineering costs, and tax components.
  - ii. An invoice from the Developer with their GST number.
  - iii. A Contractor invoice with reimbursement information and associated tax amount itemized.
  - iv. A copy of the front page of the servicing agreement and the pages with the reimbursement information.

## **17. Requests for Maintenance**

- a. Consultants shall use the City's Land Development Asphalt Overlay Rates for holdback calculations with respect to outstanding asphalt overlays.

## **18. Separation of Deficiencies into Field vs. Administrative**

- a. The engineering consultant's inspector, who now compiles the final construction inspection deficiency list, will separate deficiencies into field-related versus administrative-related.
- b. Examples of administrative deficiencies are outstanding inspection reports, outstanding test reports, outstanding TCA reports, outstanding as-constructed drawings, legal documents, etc.

## **19. Deficiency Clean-Up on Old Projects**

- a. As the Consultant has not always been retained through to Project Acceptance, the Consultant will need to ensure that the Developer retains their services to coordinate final review and deficiency clean-up until Acceptance, which should then ensure a quicker release of funds.

## **20. Sediment Pond Decommissioning**

- a. Required procedure:
  - i. The Consultant is to certify that the excavation and backfill have been inspected and meet the required standards and specifications.
  - ii. The Consultant is to submit the geotechnical test reports.
  - iii. The Consultant is to provide verification that all the leads have been removed and/or capped, as required.
  - iv. The Developer is to initiate the release of the restrictive covenant registered on the pond lots prior to building permits being approved for those lots.
  - v. Link:  
[http://www.surrey.ca/files/Inspections\\_During\\_Maintenance\\_Period.pdf](http://www.surrey.ca/files/Inspections_During_Maintenance_Period.pdf)

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## **21. Inspection Services Website**

- a. Reminder regarding sourcing up-to-date documents from website.
- b. Link: <http://www.surrey.ca/city-services/3694.aspx>

## **22. City Correspondence**

- a. Ensure all City Land Development correspondence contains the City Project Number. City staff will include the project address and will endeavour to use the Consultant's own project number, when possible.

## **23. Package Submissions**

- a. Inspection Services expects complete submissions in package form. ie. Pre-Con Requests, FCI/FMI Requests, Reimbursement Requests, Maintenance Requests, Test Reports, Video Submissions, Geotechnical Reports, etc.
- b. Incomplete package submissions will be rejected with a request to re-submit a complete package.

## **24. Road Marking/Line Painting**

- a. It is now the responsibility of the Contractor to have an approved subcontractor to complete the road marking/line painting.
- b. Existing thermoplastic is to be reinstated with thermoplastic and existing paint with paint.
- c. Painted islands at traffic circles to be thermoplastic.
- d. Permanent stop bars and shark's teeth on speed humps will be completed by City forces.
- e. Approved Line Painting Sub-Contractors:
  - i. Sutton Road Marking Ltd.
  - ii. Scottish Line Painting Ltd.

## **25. Temporary Road Closure Signs**

- a. Ensure removal of Temporary Road Closure signs, as required.
- b. The Contractor's company name and contact number must be clearly displayed at the bottom of the sign.

## **26. Traffic Obstruction & ROW Use Permits**

- a. Contractor is responsible to ensure that they have valid permits to work in City ROW's
- b. Inspection Services recommends that an application for renewal be made 3 weeks in advance of permit expiry
- c. Submit all required documents including:
  - i. Certificate of Insurance
  - ii. Business License
  - iii. TMP and/or figure number(s) from Traffic Control Manual
  - iv. Designation of Prime Contractor form (if change of Contractor)

## **27. Question Period**

- a. **Final Construction and Final Maintenance Inspections (FCI and FMI)**
  - i. A comment was made regarding the evaluation of concrete damage and how it is sometimes subjective. The concern was raised that if the

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Contractor proceeds with concrete repairs prior to the FMI, the Land Development Inspector may have additional repairs required afterward.

- ii. FCI's: Inspection Services expects that concrete damage associated with tripping hazards or other safety concerns be repaired prior to FCI's, however non-hazardous concrete damage need not be addressed until the end of the Maintenance Period, recognizing that more damage could potentially occur during the on-site building process.

- iii. FMI's: Inspection Services expects all failed concrete damage be repaired to meet our standards and specifications prior to the FMI. More repairs may be identified by the Land Development Inspector at the FMI according to their assessment at that time in light of the standards and specifications. The City will endeavour to maintain more consistency regarding this assessment going forward.

**b. Multi-Family Developments**

- i. Early phases of a multi-phase development may have the Maintenance Period extended, recognizing that damage to City infrastructure may occur during the on-site building process during later phases.

**c. Land Development Engineering Bulletins**

- i. Changes and updates to City processes are distributed to the land development industry via email bulletins.
- ii. If you want to receive these bulletins, you can be added to the email list by sending an email to [AVHadden@surrey.ca](mailto:AVHadden@surrey.ca)
- iii. Past bulletins are available on the Inspection Services website and at <http://www.surrey.ca/city-services/8077.aspx>

**d. Supplementary Master Municipal Construction Document**

- i. The updated document will be issued in 2014.
- ii. The intention is to provide a link on the City website to a digital copy of the document.
- iii. Ongoing changes will be tracked and communicated within the document or on a separate document available on the City website.

**e. Overlays**

- i. A comment was made regarding overlay decisions being made in the field. The concern was raised that these decisions should be made during the design stage.
- ii. Inspection Services agrees that these decisions should typically be made during the design stage based on good engineering principles.
- iii. Certain situations will require field decisions regarding base asphalt condition and overlays as required according to field conditions after construction.

**f. Manhole Frames**

- i. The current specification regarding manhole frames is as per the May 2004 Supplementary Master Municipal Construction Document. While Capital

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Projects are using an adjustable manhole specification, no formal change has occurred with respect to Land Development Projects.

**g. Inspection Chamber Installation**

- i. Within driveways, see MMCD SDD S9
- ii. Within lanes, use MR 10 on Sanitary IC's and MR 8's on Drainage IC's
- iii. Within boulevards/lawns, use standard lid screwed to IC collar only.

**h. Traffic Obstruction and City Road & ROW Use Permits**

- i. A comment was made regarding the issuance of parking tickets against asphalt paving equipment in City Rights-of-Way.
- ii. Copies of City Road & ROW Use and Traffic Obstruction Permits are to be clearly displayed in all vehicles, equipment and trailers within a City ROW in order to be compliant with City bylaws.

**i. ESC Works**

- i. ESC infrastructure must remain and be maintained up until 90% of the on-site building construction is complete on residential subdivisions.
- ii. The ESC Program Coordinator, Trent Hatfield, may consider alternate treatments in extenuating circumstances.

**j. Consultant Engagement**

- i. If a consultant is no longer being engaged on a land development project, they are to immediately notify the City Land Development Inspector as such.

**k. New FMI Procedure**

- i. The deficiency list shall now be prepared by the Consultant and submitted to the Land Development Inspector for review and comment/additions.
- ii. This procedure is available on the Inspection Services website at [http://www.surrey.ca/files/Final\\_Maintenance\\_Inspection.pdf](http://www.surrey.ca/files/Final_Maintenance_Inspection.pdf)

**l. Project Acceptance**

- i. Certain projects do not move toward Acceptance in a timely manner.
- ii. To facilitate resolution of issues, the Consultant should provide a proposed solution to the Land Development Inspector who will work with the Consultant towards project Acceptance.