

Consultant & Contractor Liaison Meeting Minutes

Presenters: Rémi Dubé, P. Eng, Development Services Manager
Doug Mossey, P. Eng, Inspection Services Manager

1. Design Considerations/Service Agreement Process Improvements/Requirements

- a. Update on Digital drawing submission process. The process has been very successful and is generally well supported by industry. This is still officially a pilot project as we are currently not accepting digitally sealed drawings. We will be investigating submission of digitally sealed drawings in 2018 as part of other IT system improvements. Industry will be notified of any progress.
- b. Water tie-in and service connection summary sheet has been updated. More details below in section 6.
- c. Half-road details/designs, tie-in to existing half-roads, state of existing road, final lift. We expect the designer to raise any issues related to state of road adjacent to subject projects.
- d. Third party utility drawing submissions through Digital Submission process. Similar to current pilot project for design submissions. This will be officially rolled out in 2018 with bulletin to the consulting industry.
- e. Only one Hard Copy of Sealed drawings required for final submission (effective now). These will be scanned into our system and originals returned to the consultant.
- f. New Development Engineer Thomas Buchmann:
 - Phone: 604 591-4425
 - Email: TBuchmann@surrey.ca

2. ASTTBC Registered Utility Locator Technician (RULT) Program

- a. A new certification program is available for utility location
- b. Contact Bruce Stevens, ASCT, for more information.
 - i. Phone: (250) 491-0395
 - ii. Email: bstevens@asttbc.org
 - iii. Website:
https://asttbc.org/registration/technical_specialists/underground-utility-locators/

3. Pre-Construction Meeting Minutes

- a. Consultants and contractors must adhere to the directives provided within the pre-con meeting minutes
- b. Alert Inspection Services staff if you do not receive a copy of the minutes.

4. New Engineering Inspectors Contact Information

- a. North Surrey – North of 80 Ave
 - i. Angela Tojic
 1. Phone: (604) 591-4147
 2. Email: ATojic@surrey.ca
- b. Central Surrey – 80 Ave to 56 Ave
 - i. Chantelle Sedore
 1. Phone: (604) 591-4603
 2. Email: CLSedore@surrey.ca
- c. South Surrey- South of 56 Ave
 - i. Jared Cooper
 1. Phone: (604) 591-4039
 2. Email: JWCooper@surrey.ca

5. Water Operations On-Site Meetings

- a. Consultants must take meeting minutes and share with all attendees and the Land Development inspector
- b. Water Operations staff have not been consistently receiving minutes
- c. Reminder that these meetings are in the best interests of the contractor and the consultant to confirm expectations and timing.

6. Updated Water Tie-in Request Form

- a. Please use the new form, available on our website
 - i. Link:
<http://www.surrey.ca/files/Water%20main%20test%20and%20tie%20in%20request%20form%20June%202017.pdf>
- b. Consultant's inspector must visually verify that the new water main aligns vertically with the proposed tie-in location
- c. Must also visually verify that the new main terminates within 1.5m of the proposed tie-in location
- d. Must also visually inspect the proposed tie-in location and confirm the absence of any conflicts between there and the terminus of the new main
- e. Water Operations is reporting that tie-ins are consistently 4m to 5m away
- f. If the field conditions do not allow for the above standard to be met, please provide additional comments on the form to explain
- g. Non-compliance with respect to the verifications may result in more onerous requirements, including photo evidence, survey information and/or formal certification.

7. Updated Water Tie-In & Connection Summary Sheet

- a. Row added for stand-alone water service connection abandonments
- b. Previous \$1500 amount was for abandonments done in conjunction with other service connection works
- c. Stand-alone abandonments shall be estimated at \$6500, as per the updated sheet
- d. Consultants must be aware of site specific challenges (ie. trees/root zones, potential utility conflicts, arterial road crossings, etc.) and provide an estimate to reflect these additional challenges.

8. Construction Water Service Connections

- a. The formal process to provide water to construction sites will have three options:
 - i. Construction service connections
 - ii. Water fill stations
 - iii. Hydrant Use Permits
- b. Construction service connections include an existing connection, the ultimate connection or a new interim connection with a meter and backflow preventer. Additional plumbing permits may be required.
- c. There are currently three water fill stations and more planned, including:
 - i. South Surrey Athletic Park (14600 22 Ave)
 - ii. Bridgeview (11470 131 St)
 - iii. Cloverdale (5337 180 St)
 - iv. Planned station at Hemlock Works Yard (9353 160 St)
 - v. Planned station at 36 Avenue and 190 Street
 - vi. Planned station at 54A Avenue and Panorama Drive
 - vii. Planned station at 90 Avenue and 121 Street
 - viii. Planned station at 96 Avenue and 186 Street
- d. A pre-paid access card is required to access the water fill stations. The cards can be purchased at City Hall and the City of Surrey Operations Centre. The cost of the cards is \$35. The water usage rate for 2017 is \$0.97 per cubic meter. Terms and conditions are available on our website at <http://www.surrey.ca/city-services/17768.aspx>.
- e. Hydrant use permits are available for temporary usage on construction sites, however permits will not be issued for hydrants located with five kilometers of a water fill station.

9. Cross Connections of Sanitary and Storm Services

- a. There has been a higher incidence of cross connections lately due to incorrectly marked curbs
- b. Contractors must check for consistency between the curb markings and the markings at the inspection chamber prior to requesting final inspection
 - i. Sanitary connections must utilize a red lid and a red 2x4 stake at the IC. The PVC riser pipe above the IC must be painted red.
 - ii. Drainage connections must utilize a green lid and a green 2x4 stake at IC
- c. Consultant must check for consistency of the markings as part of their inspections
- d. It is expected that this issue will be mitigated by the introduction of the new requirement for 150mm storm service connections.

10. Traffic Obstruction Permit (TOP) Fees

- a. As many of you are aware, the city began implementing a TOP fee on land development projects in 2017
- b. There will be a fee associated with expired permits starting January 1, 2018
- c. There will be no fee if you renew your permits prior to expiry
- d. Fee is \$125 for local roads and \$380 for arterial/collector roads at issuance and \$60 for local roads and \$175 for arterial/collector at renewal, if applicable.

11. Pedestrians at Construction Sites

- a. Establishment and maintenance of pedestrian thoroughfares are a requirement
- b. The Contractor has a responsibility to ensure safe pedestrian passage
- c. The Consultant has a responsibility to review and take action with respect to non-compliant traffic control.

12. Topsoil Depth Requirements

- a. The topsoil depth forms part of the city's drainage infrastructure
- b. In 2018, city inspectors will be performing random checks of soil depth requirements
- c. Native topsoil must be pre-approved, however it rarely meets the specification due to the presence of extraneous materials and due to non-standard gradations.

13. DCW Reimbursements and Latecomer Agreements

- a. The cost of construction is increasing
- b. Consultants must compare projected costs to estimates at time of tender/bid closing in case the costs will be higher than the amount provided for in the servicing agreement
- c. It is too late to start this discussion after construction is complete.

14. As-Constructed Drawings Due Date

- a. As-Constructed drawing final submissions are due 60 days from the date of the letter of completion issued by the city
- b. The city will pay consultants directly for as-constructed drawings, as required.

15. Assignment Letters

- a. The city has a template for developers to sign for instances where it is preferred that payments to consultants or contractors are made directly from the security that the city holds
- b. This process is provided to support the movement of projects towards finalization and acceptance
- c. For unfinished projects, we will engage the Engineer of Record directly with the developer's security in order to clean up deficiencies and move the project to acceptance.

16. Engineer of Record Engagement

- a. Consultants must alert city inspector if they are not being engaged on a project and they have withdrawn their services.

17. Re-Inspection Fee

- a. Re-inspection of outstanding deficiencies shall be \$560.00
- b. Sometimes the city inspector is informed that deficiencies are corrected when they have not been. The consultant must visually confirm that deficiencies have been corrected prior to making submissions.
- c. A re-inspection fee will be imposed in instances where deficiencies have been confirmed to have been corrected, but have not been addressed.

18. Question Period

Question #1: Will the requirement for just one hard copy of sealed, final drawings apply to as-constructed drawings?

- Answer: Only one hard copy and one digital copy of as-constructed drawings are now required.

Question #2: Can we receive the scanned copy back (rather than the original copy)?

- Answer: We will look into the possibility of digital copy in and digital out (receiving the scanned copy back, rather than the physical copy). This will be reviewed as part of our Digital Seal process.

Question #3: What is the process to turn on the water service connection to the private property for a commercial/industrial/multi-family site?

- Answer: Details will be provided on the commercial/industrial/multi-family plumbing permit, however a summary of the requirements is provided below:
 - Submission of a certified field report approving commissioning of water service, confirming the bug test, and confirming that the backflow preventer and water meter are in place
 - Submission of a commercial/industrial/multi-family water meter report
 - Final plumbing inspection
- The first two requirements must be met to allow the final plumbing inspection to proceed
- Once the water service is accepted by the plumbing inspector, a work order will be created for the city's Water Operation crew to turn on the water service connection.

Question #4: When will the city's Supplementary MMCD be updated again?

- Answer: We are working on various amendments for release in 2018.

Question #5: What are the requirements for pervious concrete to help contractors with bid preparation?

- Answer: Details regarding pervious concrete can be found in the Design Criteria Manual on Page 113. The mix design is the responsibility of the consultant.

Question #6: How long does it take to process a request for maintenance submission?

- Answer: It typically takes Inspection Services three weeks to process a maintenance request once all requirements are met.

Question #7: Can Inspection Services re-examine the maximum of 90% releases on interim releases?

- Answer: We cannot reduce beyond 90% prior the award of maintenance in order to ensure adequate securities are being held.

Question #8: Backdating award of maintenance can remove the contractor's ability to impose liens, if required. Can this process be re-examined?

- Answer: Inspection Services typically awards according to the date requested by the consultant on the certificate of completion. If contractors are having payment issues on a project and want a different date for start of maintenance, they should engage with the consultant.

Question #9: Is the contractor expected to complete ultimate restoration of utility trenches (ie. mill and overlay)?

- Answer: Newer drawings are making the ultimate restoration a requirement. When this is not a requirement on the drawings, we are asking for the ultimate restoration when it is logical to do so and we will forgive the pavement cut fee.