

CONSULTANTS & CONTRACTORS LIAISON MEETING

City of Surrey – Council Chambers
May 19, 2011 2:00 p.m.

<u>Items:</u>	<u>Notes of Meeting</u>	<u>Speaker:</u>
1. Water Meters	<ul style="list-style-type: none">- End of last year introduced new criteria.- Sizing as per AWWA standard; not the 1992 Plumbing Code.- Larger meters have a larger failure rate.- Need drawings.- No longer accept compound meters – failure rate is too high.	K.K.L.
2. Confirm Bulletins since January 2011 (<i>Show on Monitors</i>)	<p>TMP, Pavement Markings, Pavement Cut Fees and Water Tie-in Cost Summary Sheets</p> <ul style="list-style-type: none">- Traffic Management Plans discussed.- All bulletins presented > reference made to the website.- Water materials – listed by consultants – supplied by contractor unless advised otherwise.	S.T.
3. TCA Report Forms (<i>Show on Monitors</i>)	<p>The Parks Department now has a form that will need completing depending on the project.</p>	S.T.
4. TCA Reports – Developer Funded Versus City Funded (DCW)	<p>TCA Reports to separate – (non-contributing and contributing). (Developer funded Versus City Funded). Capital DCW etc.</p> <ul style="list-style-type: none">- City-funded works to be broken out.	S.L./S.T.
5. Cash-in-Lieu for Asphalt Overlay of Half Roads or Possibly Other Roads	<p>The Land Development Project Supervisor during initial processing of the project may request Cash-in-Lieu for Asphalt Overlay at time of Servicing Agreement. The cash amount will be realized at the current rate as outlined on the City website for 2011. The amount however, may be in some cases requested to form part of the Letter of Credit but itemize with the square metre costs for the work. (<i>This would only be the case should there be a question about timing of the</i></p>	S.T.

overlay and possible requirement to complete the work prior to the end of the maintenance period.)

- Half-roads – cash at Servicing Agreement.

6. Request for Pre-Construction Mtg – Requirements (*Show on Monitors*) S.T.

Ensure all items are packaged and submitted to the Inspection Services Section.

- On website.

7. Consultant Engineers Responsibility During Construction S.T.

Schedule 1, which forms part of the “Letter of Appointment”.

The Consultant needs to ensure that the items outlined have been adhered to for the project.

- We are still using Schedule I.

8. Consultants Inspection Reports & Inspection Report Submission S.T.

Consultant’s Inspector’s reports need to be sent in weekly to the City Area Inspector. We will not accept submission of a request for interim release should we not receive the appropriate inspection reports and any applicable accepted test reports. The Consultant is to account for every day of inspection on inspection reports.

- Reports need to come in weekly.
- All tests need to pass and be submitted.
- Inspector Reports: More details needed in reports for submission.

9. Engineer to Review All Testing for Acceptance S.T.

The Project Engineer is to review, approve or not approve and solve all testing on the project prior to submission to the City. This includes the video, lamping and air testing of sewers for certification of systems.

- Engineer must review and state it meets specifications.

10. Major or Significant Design Changes S.T.

Any major design change requires review by the Land Development Project Supervisor and the Inspection Services Section.

- Not a big issue currently.
- Major field changes need staff review.

11. Final Construction Inspection - Interim Releases at 90% S.T.

Prior to a FCI, should there be a request for an Interim Release – the percentages are not to be greater than 90%. After the FCI there will be no release until deficiencies are corrected and a “Certificate of Completion” is issued by the City.

- Maximum submission for releases = 90%.

- Holdbacks can exceed monies held.
- 90% means developer's contractor only gets 80% (10% lien holdback). Engineer-of-Record needs to be realistic in holdback amounts. All too often holdback is not enough.

12. Completion of Deficiencies Prior to Final Construction Inspection S.T.

The Contractor is to complete all deficiencies as reported or outlined by the Consultant Inspector in his Pre-Final Inspection Review.

- Obvious deficiencies (i.e., grout catchbasins, manholes, straight inspection chambers, etc.) – we do not want to write down 25 deficiencies that should be picked up by the consultant's inspector in his pre-inspection, checklist item #13.
- Get rid of the "piddly" items; the obvious.
- A Final Construction Inspection should not have 30-35 items noted.

13. Consultant Construction Checklist (*Show on Monitors*) S.T.

The Consultant's Construction Completion Letter and Checklist are to be completely filled out and submitted when requesting a Final Construction Inspection by the City. The City Inspector will not conduct a Final Construction Inspection should there be obvious deficiencies not addressed or completed by the Developer's Contractor.

- Too many deficiencies – City Inspectors will leave the site and deem that the meeting is premature.

14. DCW Invoices – Cost Increases R.D.

There will be no "Certificate of Completion" issued until DCW Invoices have been prepared and submitted to the City.

- Must be approved prior to construction.
- DCW final costs must be submitted prior to Certificate of Completion.

15. Holdback Costs at "Certificate of Completion" Stage S.T.

We suggest that the Consulting Engineer review the holdback items and associated costs with the City Inspector prior to submitting the request for a "Certificate of Completion". The Holdback items should be priced at a standalone completion cost. This however, may vary as it would relate to boulevard landscaping.

16. Final Maintenance Inspection Deficiencies – Correction and Notification S.T.

The Consultant, when working with the Developer, needs to stress the importance of getting the work completed quickly in order to have any funds released or the amount of holdback reduced to an acceptable amount.

The Contractor and/or Developer must provide Certificate of Insurance during the maintenance period and after the Final Maintenance Inspection for correction of any deficiencies or the completion of any holdback items.

- Economic slowdown.
- Contractor concerned that does not do deficiencies for fear of not getting paid.
- Get the work done.
- The little bits and pieces drag on ... no release of monies until all items resolved.

17. Road & Site Clean-up – During Works & Services Construction S.T.

This is something that we have to deal with on a regular basis and the Inspection Services Section wants to impress on you - the contractor and you - the consultant that just cleaning the roads on a complaint only basis is *not acceptable*.

The contracting industry needs to be more proactive and not just reactive to this issue. The City will be stepping up the monitoring of this in greater detail and the City will act on any non-compliance at the developer's and or contractor's expense.

- Inspectors working much closer with By-laws.
- Discuss road clean-up with the City Inspector.

18. Specify the Material Type for Existing Water Main S.T.

The Consultant is to review and identify the existing water pipe material type that is in the ground and place on their design drawings.

- Water main replacement underway – focus is AC and small diameter.
- make sure to list pipe material.

19. Update on Consultant Letter of Responsibility S.L.

- Working with APEG. - Role of Engineer-of-Record
 - Certification of as-constructed drawings
- Professional liability - \$1 million > may increase to \$2 million; further discussion to be scheduled.

20. As-Constructed Check Prints Prior to Placing Project on Maintenance S.T.

We would like to see the as-constructed check prints submitted at time of project being placed on maintenance. The overlay and other items that would not normally be done at this time (to be done in the Future) note on drawing.

- Record drawings definition under review with APEG.
- As-constructed drawings need to be submitted within 2 months of project going on maintenance.
- Internal review targeting one month response.

21. City of Surrey E-Guide B.A.
- E-guide covers from application to final BP approval and occupancy.
22. Other Changes to the Customer Manual B.A./S.T.
- **Added Construction Component**

Questions & Contractors' Comments:

- Pavement cuts
 - Two materials side by side
 - Gaps occur
 - Sealing is “inferior” for fix
 - Not clear in the City’s Specifications
 - Jude Pillai City of Surrey – more details on this issue will be coming
 - Mike Grant – it costs \$800-\$1,000 minimum for a call-out to do pavement sealing
 - Differing standards between the City’s Capital reinstatement & Land Development standard
This is being reviewed by Jude Pillai
 - TR8 – storm & TR10 – sanitary (boxes in lanes)
 - Water shut-off at property line: When in driveway use proper box as per Surrey Drawing
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Presenters:

S.T. Stephen Taylor
S.L. Sam Lau
K.K.L. Kok Kuen (KK) Li
R.D. Remi Dube
B.A. Bob Ambardar