

*Land Development Consultant
& Contractor
Liaison Meeting Minutes*

Presenters: Tommy Buchmann, P.Eng., Development Services Manager
Doug Mossey, P.Eng., Inspection Services Manager

1. Staffing updates

Scott Neuman, P.Eng. - General Manager of Engineering
Tommy Buchmann, P.Eng. - Development Services Manager
Jeff Pang, P.Eng. - Development Engineer
Inzel Jugpal, M.Sc. - Utility Coordinator
Daniel Sohn, EIT - Project Supervisor
Miriam Marshal, R.P. Bio. - Environmental Coordinator
Tobias Daniel, BA - Land Development Inspector

2. New Servicing Agreement

- a. Effective January 2020.
- b. City consulted with developers and consultants to received industry comments.
- c. Key Changes to the Servicing Agreement:
 - i. Engineer of Record must be retained as the Contract Administrator by the Developer through the construction phase.
 - ii. New TransLink Development Cost Charge included.
 - iii. Minor contract reformatting.

3. Submission of Digitally Signed & Sealed Drawings & Documents

- a. Effective October 1, 2019, all engineering drawings and documents must be digitally signed and sealed. The only exception is submission of As-Constructed drawings, which will remain as per the current practice until further notice (see point #4 for more information).
- b. Electronic submissions must be in PDF/A format. Any document which requires an Engineer's seal must be digitally signed & sealed using ConsignO (Notarius) software. Engineers are reminded that they must not 'Certify' the drawing in ConsignO.
- c. Project Scoping (PS) and Project Detailing (PD) drawings shall be submitted in an electronically signed & sealed PDF binder:
 - i. PS File naming convention: ex. 7819-0020-00-PS
 - ii. PD File naming convention: ex. 7819-0020-00-PD1, 7819-0020-00-PD2, etc.
- d. Servicing Agreement drawings shall be submitted with electronically signed and sealed individual PDF files.
- e. SA File naming convention: ex. 7819-0020-00-SA-01, 7819-0020-00-SA-02, etc.
- f. Image of the Engineer's 'Wet Seal' must be shown on all drawings in the title block. The image of the Engineer's signature and date of signature must be shown on the applicable SA drawing.

4. As-Constructed Drawings

- a. Continue to submit one full size copy with the Engineer's Wet Seal to the Inspector with the AutoCAD file (non-civil 3d) by flash drive or email to GIS@surrey.ca . As-Constructed submission will change to a digital submission process in the future (date TBD).
- b. Ensure that all field changes and post-construction survey information is included (includes curb return and road Centerline elevations).
- c. Download As-Constructed drawings from COSMOS for City utilities except 3rd party utilities which must be obtained via BC One Call.
- d. City does not guarantee the accuracy of information of As-Constructed drawings or the information depicted in COSMOS.
- e. Engineer must field verify the information through field survey methods.

5. Design Criteria Manual Update

- a. Targeted release date is January 2020.
- b. Water System Update for Seismic and Non-Seismic Areas:
 - i. 2018 seismic study conducted to provide design recommendations to perform against the 475 year and 975-year return period event.
 - ii. Seismic and landslide vulnerable area maps will be updated to reflect the study findings
 - iii. Joint restraints will be required on all pipes within the seismic/landslide area; joint restraints will be required on 300mm and larger pipe outside the seismic and landscape area.
 - iv. Zinc coating required for all ductile iron pipe. Zinc coated pipe is corrosion resistant, therefore corrosive soils investigation and design is not required unless directed by the City's Engineer.
 - v. V-bio Polyethylene required on ductile iron pipe within the seismic/landslide area.
 - vi. The number of valves will be increased at "X" and "T" fittings.
- c. Full lane pavement restoration will be in effect. Pavement cutting within an adjacent lane will trigger the requirements to pave that entire lane width.
- d. Traffic Impact Assessment:
 - i. Trigger lowered from 150 peak hour trips to 100 peak hour trips.

6. Road Design Comments

- a. Ensure that a Geotechnical engineer is engaged for road design and to conduct appropriate levels of field testing.
- b. Incorporate Geotechnical recommendations into Civil drawings, in addition to the geotechnical report, to ensure there is sufficient detail on stripping out native soil, backfill specifications and compaction, embankment slope, etc.
- c. Do not rely on SSD-G.5 for road design as the intent of this detail is to provide guidance on trench restoration for most situations. Follow the Design Criteria Manual for pavement design. A customized geotechnical design may be required for trench restoration in areas of poor soils (i.e. pumice backfill in soft peat soils).
- d. Specify for 2.5% cross fall on new roadways; do not follow existing that deviate greatly from 2.5% grades.

7. Erosion and Sediment Control Design

- a. Bylaw 16138 specifies the City's ESC requirements.
- b. Discharge shall not exceed 75 mg per litre of TSS at the discharge point.

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- c. New Erosion and Sediment Control design section to be added to the Design Criteria Manual (target: 2020/21).
 - d. No ESC measures and features are permitted on City road allowance.

8. Ditches, Watercourses, and Wetlands

- a. DO NOT rely on COSMOS watercourse classifications. Field verify all environmental features by a QEP early in design phase. The QEP's investigation may require multiple site visits and field sampling.
- b. "FLNRORD does not make use of municipal stream classifications in making their determination of what a Stream is defined as under the Water Sustainability Act WSA"
- c. Recently published guidance for Changes in and About a Stream:
- d. https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/working-around-water/south_coast_cias_guidance.pdf

9. Water Connections

- a. 'Construction Water' (water utilized by the contractor/builder during the site construction phase) may include use of an old connection, installation of a temporary connection, or advancement of the ultimate connection. Fees are charged via metered consumption set up through a Plumbing Permit. The construction water connections can be shown in Servicing Agreement drawings to expedite approvals.
- b. Do not specify Residential Water Service Connections larger than 19/25mm diameter. Requests for 38/50mm connections will be considered only if required for fire suppression at Building Permit review stage.

10. Hydro, Tel, Cable, and Gas Designs

- a. Commence design early in the process. Designs should be finalized prior to the Preconstruction Meeting.
- b. Ensure the civil design is coordinated with BC Hydro to avoid changes to the Servicing Agreement drawings, such as sidewalks meandering around Hydro transformers.
- c. H/T/C Requirements within City Centre:
 - i. All overhead infrastructure shall be undergrounded.
- d. H/T/C Requirements Outside City Centre:
 - i. All infrastructure on new roads shall be undergrounded.
 - ii. Proposed Distribution power, Tel, and cable shall be undergrounded on existing roads.
- e. The last Developer on the block is responsible to remove any remaining infrastructure.

11. Development Cost Charge Update

- a. 2020-2029 10-Year Servicing Plan and related Development Cost Charge (DCC) Bylaw updates coming in early 202.
- b. Proposed rates increase will be presented to the Development Advisory Committee.
- c. Targeting mid-May 2020 for new DCC rates to come into effect, subject to Council approval.

12. Point of Contact

- a. Prior to pre-con meeting and during design, first point of contact

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- shall be the Project Supervisor in Development Services
 - b. After pre-con, the assigned City Inspector is their first point of contact
 - c. If input is required from the Development Services Project Supervisor, the City Inspector will follow up accordingly
 - d. See attached area map with updated contact information.

13. New Pre-Construction Meeting Request Criteria

- a. Provide a copy of a Corporate Search of the developer's company, as applicable, from the BC Registry Services
- b. Provide the contract award total bid price for the works and services identified in the Servicing Agreement and confirm that there are adequate securities.

14. Design Changes After Pre-Construction Meeting

- a. All proposed changes to Servicing Agreement drawings must be approved by the City of Surrey
- b. After pre-con has been held, you must coordinate changes with and receive approval from the City Inspector assigned to your project
- c. Consultants and contractors must ensure that the IFC drawings match with the drawings accepted by the City.

15. Complete Package Submissions

- a. Three types of submissions are expected in complete package form:
 - i. Support for BP Issuance or Occupancy
 - ii. Certificate of Completion
 - iii. Certificate of Acceptance
- b. Submit each of these in one complete package, not within an assortment of correspondence
- c. Standard requirements that do not apply must be identified (i.e. Rough Lot Grading, TCA Report)
- d. Incomplete packages will be rejected with the expectation that a complete package will be re-submitted.

16. Water Tie-in and Connection Summary Sheet

- a. As part of the pre-con request, we ask that you review, update and submit this sheet
- b. Required tie-ins, water service abandonments, etc. are sometimes being missed
- c. Non-standard tie-ins must be identified and estimated accordingly, such as:
 - i. Arterial road crossings
 - ii. Utility crossings
 - iii. Other challenges to construction (i.e. tree roots, traffic management).

17. Water Tie-In Request Form

- a. We have witnessed several non-compliant submissions signed off by the engineer or their designate indicating compliance
- b. Parameters include:
 - i. Vertical and horizontal alignment with tie-in location
 - ii. 2m horizontally from tie-in location (changed from 1.5m to accommodate hot taps)
 - iii. No conflicts to tie-in location

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- c. Photo evidence has been added as a requirement to ensure compliance with parameters, showing a tape measure from terminus to tie-in location and confirmation of no conflicts in the excavated area.

18. DCW Reimbursements and Latecomer Agreements

- a. Funding increase requests are being submitted after completion of construction
- b. Consultants must compare projected costs to estimates at time of tender closing in case the costs will be higher than the amount provided for in the servicing agreement and request additional funding prior to construction
- c. Do not perform additional works without funding approval, since DCW works could be cancelled due to higher costs.

19. Fire & Domestic Water Service Connections Activation

- a. Details will be provided on the commercial/industrial/multi-family plumbing permit, however a summary of the requirements is provided below:
 - i. 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
 - ii. Submission of a commercial/industrial/multi-family water meter report
 - iii. Final plumbing inspection
- b. The first two requirements must be met to allow the final plumbing inspection to proceed
- c. 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.

20. Sewer Video Submissions

- a. Currently SMMCD calls for DVD-R
- b. Working to change the specification allow for digital submissions.

21. Private Sewer System Certifications

- a. Sewer systems on private property identified as works and services under the Servicing Agreement require separate certification at request for maintenance
- b. It is up to the Engineer of Record to determine the testing/inspection requirements in support of that certification.

22. Manhole Inspection Reports

- a. Each manhole installation on arterial and collector roads requires a manhole inspection report, complete with photos showing construction methods
- b. Template is available from the City Inspector.

23. Supplementary MMCD

- a. Consultants and contractors must ensure they are utilizing the most current version, see link below:
 - i. <https://www.surrey.ca/city-services/802.aspx>
- b. Amendments to the SMMCD will be forthcoming at the beginning of 2020
- c. An Engineering Bulletin will be sent at the time of formalization.

24. Old Stagnated Projects

- a. Engage with the City Inspector for a plan to clean up your old projects

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- b. The City will pay consultants directly from developer's securities for engineering services regarding deficiency clean up and as-constructed drawings.

25. Question Period

Question #1: Will active projects be grandfathered with respect to the upcoming SMMCD amendments and pavement cut changes?

- Answer: Details regarding effective dates in relation to the amendments will be included in the Engineering Bulletin at time of release.

Question #2: Will the TCA Report template be updated to include soil cells?

- Answer: The template has now been updated.

Question #3: What details need to be included in the manhole report?

- Answer: There is a Manhole Report template that specifies the required details, see attached.

Question #4: Contractors would like to know when interim security releases are submitted to the City and when they are released.

- Answer: Anyone can query a project at <https://apps.surrey.ca/Online-Development-Inquiry/> to see various details, including interim security release dates. Additionally, consultants can provide updates to contractors and/or copy them on emailed requests.

Question #5: The Engineering supplementary spec for topsoil in boulevards used to follow Parks guidelines and is now hard to meet. Will this spec be enforced or will it be okay if it meets Parks guidelines?

- Answer: There are current discussions underway to amend the spec to ensure it is achievable. In the meantime, we can be flexible in relation to the current spec. Please discuss with your inspector.

Question #6: Regarding water tie-ins, there is often a note on the design drawings that indicates that the Contractor is to include all materials and traffic control, which is rarely needed. It is included in the tender bids, but often is not required.

- Answer: We will discuss this requirement with Water Operations and Development Services staff to ensure design drawings reflect actual requirements regarding materials and traffic control. In the meantime, we will clarify requirements at the pre-construction meeting.