

PRE-CONSTRUCTION CONFERENCE

I. **Introduction:**

II. **Tree Transplanting:**

1. Tree Transplant Day - (City Policy – Adopted by Council Resolution)
 - o The purpose of the tree transplanting day is to allow citizens the opportunity to transplant trees which have been designated for removal from the proposed development, prior to the start of construction. See copy of "City of Rockwall – Tree Transplanting Policy" for additional information.
 - o Scheduling of the Tree Transplant Day and Public Notification
- A. Public notification and scheduling of the Transplant Day shall be coordinated with Planning and Zoning Department.
- B. Tree transplanting day shall be conducted 14 days prior to beginning of construction or as approved by Planning and Zoning Department.
- C. The tree transplanting day shall be advertised at the developer/owner's expense in the local newspaper of general circulation as identified by the City for notification purposes.
- D. The Planning and Zoning Department will post the date, time, and location of the Tree Transplanting Day on the City's website and local access channel.

III. **Required Fees:**

- A. Impact fees are to be collected with the issuance of the building permit.
 1. Water Impact Fee
 2. Wastewater Impact Fee
 3. Roadway Impact Fee
- B. Engineering fees are to be collected prior to the release of the approved construction plans, and the start of site work.
 1. Engineering Fees- 4% of public improvements. The preliminary cost is based upon preconstruction submittal estimated amounts and will be adjusted as necessary prior to project acceptance, based on the actual as-built construction quantity and unit price totals. The preliminary fee amount is to be paid prior to the start of site-work.
 2. Fee Memo – The Fee Memo is generated **after** preliminary construction costs have been provided. Additional project fees will be noted in the fee memo prepared by – Jonathan Browning, PE, Asst. City Engineer and/or Madelyn Price, PE, City Civil Engineer.

IV. **Approved Engineering Plans:**

- A. City Approved Engineering Plans.
 1. 7 – Half size - City
 2. 2 – Full size - City
 3. Additional sets for contractor's and other parties
 4. 1 set – Electronic plans (USB or DVD)

- B. Construction plans having a City of Rockwall "**released for construction stamp**" which has been initialed by the City Engineer is to remain on site at all times during the various site-civil construction activities.
- C. Any revisions to the civil plans must be changed by the design engineer and approved by the City of Rockwall Engineering Department prior to any construction.
- D. Approved construction plans shall remain in effect for a period of 1 (one) year from the date of approval, or for the duration of the project, provided that continued progress towards completion is demonstrated. Should construction become dormant, or fail to progress to completion, project will be deemed abandoned and approved plans will be designated as "Expired".

V. Required Documents:

- A. Notice of Intent (NOI) For Storm Water Discharges – A copy of the (NOI) is to be submitted to the City prior to the start of site-work. (New 2013 updates)
- B. Storm Water Pollution Prevention Plan (SWP3) – A copy of the (SWP3), in notebook form, is to be submitted to the City prior to the start of site-work. (New 2013 updates)
- C. TCEQ General Permit 150000 – A copy of the general permit is to be submitted to the City and Posted at the jobsite. (New 2013 updates)
- D. Administrative Policy (97-03) - To be signed by the owner and the design engineer and submitted to the City prior to the start of site-work.
- E. TXDOT Permits - Received and on file. Please contact TXDOT for inspection information at 972-962-3848.
- F. Construction Schedule.
- G. Construction Trailer – Permit required by the Building Department.
- H. Landscape Plan Approved
- I. Letter of Approval from NTMWD

VI. Preliminary Site Preparation:

- A. Site Preparation - The below noted site preparation items are to be in place, inspected and approved by the City, prior to the start of any clearing, grubbing or grading operations.
 - 1. Protected trees which are designated to remain on site - are to be identified, tagged and banded with bright orange or red bands.
 - 2. Protected trees which are designated to be removed from the site are to be identified tagged and banded with blue bands or blue paint markings.
 - 3. Tree identification tags – are to consist of metal tags which have the tree identification number stenciled or stamped or engraved on the tag. The numbers used to identify the protected trees shall correspond to the tree identification number noted on the approved treescape plans.
- 4. Protected Tree - Barrier Fencing:
 - o Chain link barrier fencing – shall be placed around the drip lines of the individual protected trees or groups of protected trees, which are designated to remain at the site if they are located within 10-feet of any cut/fill grading location.
 - o Plastic mesh barrier fencing - shall be placed around the drip lines of individual protected trees or groups of protected trees, which are located over 10-feet or more outside a cut/fill grading location.

5. Silt fence along with construction entrance must be installed and inspected. No silt fencing may be installed at the site until the trees have been identified, banded, tagged, fenced and inspected by the City.
6. Portable toilet facilities must be on site and verified. All units must be staked to the ground and cannot face the roadway.
7. Trash receptacle must be on site and verified. Units must be plastic or metal bins, and have a lid/ cover.
8. Traffic control plan – Prepared by a professional engineer.
9. Construction working hours and noise control signage must be on site and verified.
10. Site address must be on display and verified.
11. The flood plain boundary shall be staked and silt fence installed along the flood plain boundary.
12. Construction Site Working Hours and Noise Control Ordinance:

- A. City Ordinance 05-45 – limits construction and construction related activities to the hours of 7:00 a.m. to 7:00 p.m. Monday through Friday and 8:00 a.m. to 7:00 p.m. on Saturday. No Sunday construction allowed. The City of Rockwall requires that a sign be posted at each Commercial/Residential development construction site.

**Ordinance # 05-45
Construction Site Working Hours and Noise Control**

City Ordinance – No. 05-45 limits construction and construction related activities to the hours of 7:00 a.m. - 7:00 p.m. Monday through Friday, and 8:00 a.m. - 7:00 p.m. on Saturday. (No Sunday construction allowed).

**ORDENANZA #05-45
HORAS DE TRABAJO EN EL SITIO DE CONSTRUCCION Y EL CONTROL DE RUIDO**

La Ordenanza de la Ciudad – No. 05-45 limita la construcción y las actividades relacionadas con la construcción a las horas de 7:00 a.m. – 7:00 p.m. de Lunes a Viernes, y de 8:00 a.m. – 7:00 p.m. los Sábados. (No se permitirá construcción los Domingo).

Noise Ordinance Sign
(Sign Size – 3' wide x 2' tall)

- B. The construction related activities are to include but not be limited to the following:

1. Maintenance, servicing and fueling of construction equipment.
2. The delivery of construction related materials and/or construction equipment.

At locations where compliance to Ordinance 05-45 is not being observed, the City of Rockwall may issue written orders to stop work or further regulate the site construction work hours. The City may also issue citations if it is determined that a violation of the construction ordinance exist.

VII. Permanent Signage Placement:

- A. A sign permit must be obtained from the City of Rockwall Building Department, prior to the placement of any permanent sign/signs at the site.
- B. Signs shall not be placed within designated right-of-ways, easements, or visibility triangles.

VIII. Construction Site Crime Prevention:

- A. Rockwall Police Department (Crime Prevention Unit). The City of Rockwall Police Department periodically patrols the identified active construction sites in an effort to reduce construction site crime activity.
 1. Theft.
 2. Vandalism.
 3. Arson.
- B. Construction Site Contact List – Rockwall Police Department.
- C. Provide project information and contact information as requested on the check list and forward to the City of Rockwall Police Department.
- D. Submit the checklist to the Police Department prior to placing equipment, construction materials on site.
- E. Display a 24-hour emergency contact number and name for the fire department somewhere on the construction site (coordinate with the fire department).

IX. Project Personnel:

- A. Jonathan Browning P.E. – Asst. City Engineer
- B. Madelyn Price P.E. – Civil Engineer
- C. Steve Salazar – Supervisor Construction Inspections
- D. Ariana Kistner – Fire Marshal
- E. Travis Sales - Parks and Recreation Manager
- F. Kevin Clark – Fire Captain
- G. John Cranson - Street Department Superintendent
- H. Shon Bellah - Water/ Wastewater Operations Manager
- I. Jacob Gadbury - Water Operations
- J. Peter Yaos - Wastewater Operations

X. Fire Department - General Site Requirements and underground submittals:

See the Rockwall Fire Department Development Handbook for applicable requirements.

This document can be downloaded at www.rockwall.com/firedepartment

- A. Above Ground Fuel Storage Tanks - A permit must be obtained from the Fire Department, prior to placing any above ground fuel tanks at the site. Contact Ariana Kistner – City of Rockwall, Fire Marshal at the Rockwall Fire Department at telephone number (972) 771-7770 for more information.
 - o Fire Department Telephone No.: (972) 771-7770

- Fire Department Inspection Request Line: (972) 771-7774
- B. Have a contact business card in window of construction trailer for afterhours emergencies.
- C. Installation of Underground Fire Line – The underground fire line shall be installed by a contractor who is licensed with the State of Texas Fire Marshal's Office for such work.
- D. Position of Site Address – The building address shall be posted at the site for 9-1-1 location identification purposes. The numbers shall be visible from the street to which the building is addressed off and have a minimum number size of 12" (inches) in height.

XI. Line Locates - City of Rockwall Utilities:

- A. The City of Rockwall (City-Utilities) is not part of the Dig-Tess line locate system. Dig-Tess requires a minimum 72-hour locate request notice prior to the start of any digging. (1-800-DIG-Tess.)
- B. All City of Rockwall utility line locates are to be scheduled with the City, at the City of Rockwall- Service Center. A 48-hour advanced notice is required for all non-emergency line locates. The telephone number for the Service Center is (972) 771-7730.

XII. Inspection Scheduling – Engineering Department:

- A. Inspection scheduling – inspections may be scheduled and coordinated in the field or by cell phone directly with the Engineering Inspector.
- B. Field scheduling – inspections may be scheduled and coordinated in the field directly with the Inspector, provided that sufficient advanced notice has been given.
- C. Saturday inspection request - all Saturday inspections must be scheduled in writing to the Engineering Department by noon on the Thursday before the inspection date. This form is available on-line.
- D. Observed Holidays – No site construction inspection will be conducted during City observed holidays.
 - If the observed holiday falls on a Friday, the Saturday following the observed holiday will be designated as a No Inspection Holiday.
 - If the observed holiday falls on a Monday, the Saturday preceding the holiday will be designated as a No Inspection Holiday.

XIII. Maintenance of Erosion Control Devices:

- A. Maintain the silt fencing, and the construction entrance along with all other approved construction site erosion BMP's that is installed at the site.
- B. Keep dirt and or mud off street pavement and fire lanes. Have sufficient equipment and materials on site to safely remove mud/dirt from the roadway when necessary. The materials should include:
 - Traffic flags, brooms, shovels, safety vest, traffic cones, vertical panels or other approved traffic channeling devices.

XIV. Minimum Detention Pond Requirements Prior to Pavement Placements:

- A. The detention system is to be fully installed (including erosion control on sides and bottom) along with the associated storm sewer and outflow structures, prior to the start of any paving operations (Including Foundation).

B. Erosion protection is to be placed at the ponds outflow structure along with any the associated erosion BMP's noted on the erosion control plan.

XV. Fire Lane Access to The Building Site:

No Vertical (above slab) construction will be allowed until such time as the following minimum site requirements have been addressed at the site and a vertical above slab construction permit has been issued by the City.

- A. The fire lane pavement shall be installed, tested and approved for use.
- B. The fire lane is to be painted and marked to City specifications so as to be identified as fire lane.
- C. The site water lines are to be installed painted and approved for use.
- D. The fire hydrants are to be installed, painted to the City of Rockwall line size color codes, and approved for use.
- E. See additional requirements as noted on the Vertical Above Slab Construction Checklist.
- F. Schedule "vertical construction meeting" with Engineering Department and Fire Marshal.
 - o Coordinate the site work and schedule the meeting with the designated construction inspector for the site-work.
 - o Vertical permit will be issued by the Engineering/Fire Department during the meeting, pending that all applicable issues have been resolved.

XVI. Minimum Concrete Requirements:

- A. **Submit batch designs, for Engineering items only, to your designated construction inspector for this project via email** with a history of recent cylinder breaks for each separate strength requirement (Machine placement and hand pour) for review and approval.
 - o Submit batch designs, for Engineering items only, to your assigned project inspector via email a minimum of (10) working days prior to the projected placement date to allow time for review. Batch designs must be date, project, and use specific.
 - o If pre-cast structures are to be placed, a batch design is to be included with the pre-cast submittals which are to be provided by the manufacturer.
- B. **Fire Lane Pavement** – class "C" concrete 6.0 sack minimum cement 3,600 psi minimum – **Note*** - An additional ½ sack cement per cubic yard is to be added at hand pour locations.
 - o Hand Pour – 6.5 sack minimum cement.
- C. **Drainage and Utility Structures** – Class "F" concrete 6.5 sack minimum 4,200 psi minimum.
 - o Pre-cast structures – submit shop drawings to City Engineer for approval. The structures must be manufactured with class "F" concrete. A copy of the manufactures batch design is to be included with the pre-cast submittals.
- D. **Sidewalks** (located Within the Public Right-of-Ways). Class "A" concrete 5.5 sack minimum 3,000 psi minimum.
- E. **Barrier Free Ramps** – Class "C" concrete 6.5 sack – 3,600 psi minimum. All barrier free ramps which are located within the public right-of-ways of the project are to be colored truncated dome plates. If you have any questions please contact your designated construction inspector.
- F. **Fly Ash Requirements.**
 - o Fly Ash in Pavement Concrete – (NCTCOG Item 2.2.2 Standard Specifications, **Fifth Edition**). Fly ash may be used in concrete pavement locations provided that the

maximum cement reduction does not exceed 20% by weight per cubic yard of Concrete.
The fly ash replacement shall be 1.25 pounds per 1.0 pound of cement reduction.

- G. All reinforcing steel installed within the fire lane pavement shall be **Grade 60** steel. Reinforcement shall be fully tied and properly supported with chairs to maintain required placement. No equipment or loads of any kind shall be placed on top of the reinforcing steel, including but not limited to trucks, concrete trucks, or concrete placing equipment. Any reinforcing steel that is displaced, bent, or otherwise damaged due to loads placed on it shall be subject to removal and replacement at the contractor's expense.
- H. All fill is to be compacted using a sheep's foot roller to a minimum density of 95% of the standard proctor.

XVII. Laboratory Testing Requirements for Pavement:

- I. Compression cylinders – Prepare a minimum of four cylinders for each 150 cubic yards of concrete. Placement of smaller areas of concrete less than 150 cubic yards will require a daily set of cylinders. No Averaging of Cylinders.
 - One Cylinder broken at 7 days.
 - One Cylinder broken at 14 days.
 - Two Cylinders broken at 28 days.
- B. Failing 28-day cylinder breaks – Core testing to be done within 10 days of failed 28-day cylinder break date.
- C. Testing labs are to fax copies of all cylinder breaks that do not meet 28-day minimum break specifications or notify the below noted construction inspector by telephone.
- D. Tests data and copies of laboratory reports for site work (Engineering items only) on this project are to be directed to the attention of the designated construction inspector for this project. The Mailing Address is - City Hall 385 S. Goliad Rockwall Texas 75087.

XVIII. Trench Safety:

- A. The Utility contractor shall submit a competent person letter designating the competent person or persons prior to start of any OSHA regulated trenching operations. A competent person is to remain on site at all times when construction personnel are in the trench.
- B. A site-specific trench safety plan prepared by a registered professional engineer is to be submitted City prior to start of any trenching.

XIX. Placement of Compacted Fill Material:

- A. Provide a geotechnical report for the project. A copy of the report is to be prepared by a registered professional engineer and submitted to the City prior to the start of dirt work operations.
- B. All general fill material is to be compacted with a sheep's foot roller.
- C. Mechanical tamping is allowed for trench backfill.
- D. All fill material is to be compacted to a achieve a uniform density of not less than ninety-five percent (95%) of the standard proctor density, with the moisture range of -2 percent to +4 percent of optimum moisture.

XX. Submittal of Construction Schedule and Monthly Updates:

- A. Updated construction schedules are to be submitted on a monthly basis through the completion of the project to the designated construction inspector. The schedule is to contain

the projected schedule dates for the below noted items. The schedule is to be submitted on the third Monday of each month.

B. Submit updated projected schedules for the above noted items monthly. Please provide the projected target date of completion for each item:

1. Water for construction complete
2. Storm sewer complete
3. Fire lane construction complete
4. Sanitary sewer complete
5. Detention complete
6. Paving complete
7. Final grading complete
8. P-5 Inspection Requested
9. Landscaping and Grass completed
10. C.O. Application
11. C.O. Obtained

XXI. (P-5 Inspection) Building Inspections-Release of Electric or Gas Meter:

A. **It will be necessary for Developer/Owner and the General Contractor to strategically coordinate the construction phasing process.**

1. The site work construction and the building construction shall be scheduled and coordinated so as to have the site work substantially completed prior to requesting the City release of the electric or gas meter for the building.

B. **Building Inspection Department (p-5 Inspection) is required for the release of the electric and or gas meter for the building.**

- o The P-5 inspection will not be conducted until such time as the site-work has been substantially completed and approved by the Engineering Department.

XXII. Backflow Prevention, Fire Hydrant Meters, City-Owned Meters:

A. The irrigator shall ensure that backflow prevention device is tested by a licensed backflow prevention assembly tester prior to being placed in service and the test results proved to the city and the irrigation system's owner or owner's representative within ten (10) business days of the testing of the backflow prevention device. The test results shall be submitted to the City's third-party vendor.

B. Customers renting RPZ backflow prevention assembly from the city are required to pay a deposit of \$1,000 per assembly.

C. Meter reads are accepted between the first and the tenth of the month via pictures sent by email to servicecenter@rockwall.com. After the 10th of the month, any accounts that have not submitted the meter readings via emailed pictures will result in the following:

- 1 The account is closed and the customer will forfeit the \$850 deposit; and
- 2 The customer will be billed the minimum of 100,000 gallons usage at the established irrigation rate.
- 3 When the account is re-established, the city will assess a \$250 reconnection fee to re-open the account.

D. Customers may use their own meter and backflow prevention assembly after placing a \$850 deposit with the city.

E. Prior to installation, customer must bring their meters to the city service center to be inspected and tagged. A current backflow test report must accompany customer owned meters and backflow prevention assemblies. Customers will be billed for usage at the established irrigation rate.

F. Failure to have the city's identification tag securely attached on the meter, or meter and/or backflow prevention assembly numbers not matching the tag, will result in a \$250 fine.

XXIII. Retaining Walls and Screening Fences:

- G. All retaining walls which are three (3) feet in height or taller are to have an engineered design which has been submitted to and approved by the City Engineer.
- H. The design engineer for the retaining walls or his/her designated representative shall conduct periodic inspections of the retaining wall installation to verify the walls are constructed to the approved design and construction methods. A signed and sealed verification letter from the design engineer will be required prior to project acceptance by the City.
- I. Retaining walls/footings shall not encroach the right-of-way, designated utility easement locations or sight visibility triangles, unless otherwise approved by the City Engineer.
- J. Approved Landscape Plans – the landscaping plans are to be approved by the City of Rockwall, engineering department and planning department. No hardscape screening or landscaping may take place at the site until approved landscape plans have been approved and released by the City.

XXIV. Television Camera Inspections:

- A. The City requires a television camera inspection of the storm, sewer and storm sewer laterals, and wastewater. The camera inspections are to be conducted prior to project acceptance by the City.
- B. A second television camera inspection of the gravity sanitary sewer mains will be required at the 20-month maintenance site review.

XXV. Two Year Maintenance Bonds:

- A. The City of Rockwall requires a **10% - two-year maintenance bond from time of city acceptance** for pavement and or pavement improvements located within public right-of-ways and/or dedicated fire lane easements.
- B. The City requires a **10% - two-year maintenance bond from the time of City acceptance**. Water, wastewater (wet utilities), paving, and storm sewer, including all associated fixtures and structures which are located within the right-of-ways or defined easements of the project.
- C. Maintenance bonds shall not be dated. Acceptable statement in place of date shall read from the **"Date of City of Rockwall's Acceptance"**.
- D. Maintenance bonds are returned after the 20-month walk-through is satisfactorily completed and upon the 2-yr expiration of maintenance bond as stated in the Acceptance Letter. Return of maintenance bonds must be submitted in writing to the Rockwall Engineering Dept.

XXVI. Twenty Month - Maintenance Review:

- A. A maintenance review will be conducted on the warranted items at **20-months** into the two-year maintenance warranty period.
- B. The City of Rockwall will track the twenty-month time line and notify the various contractors and the design engineer approximately two-weeks prior to the walkover to allow for scheduling.

XXVII. Final Plat Mylars:

- A. City Council approved and owner signed final plat /replat mylars and tax certificates to be submitted to Planning Department for filing.
- B. **Contact Planning & Zoning for filing final plat and mylars requirements for the City, at the City of Rockwall- Service Center**. A 48-hour advanced notice is required for all non-emergency line locates. The telephone number for Planning/ Zoning is (972) 771-7745.

XXVIII. Closeout Documents/ Checklist:

- A. **All construction projects must complete a final walk-through with your designated inspector a minimum of 30 days before applying for a TCO/CO.**
- B. **No T.C.O. or C.O. will be considered until all site items are complete and inspected.**
- C. Prior to applying for a Certificate of Occupancy or Temporary Certificate of Occupancy, notify your inspector to provide a checklist (site work status update) and administrative documentation for project release. Acceptance of your project is subject to but not necessarily limited to the punch list items provided by your inspector. Please contact your designated Construction Inspector.
 - 1. Letter of Concurrence signed, dated and sealed by engineer(s)
 - a. Site
 - b. Retaining Wall
 - 2. Record Drawing
 - a. 1 (one) Hardcopy (24"x 36")
 - b. CAD file
 - c. Pdf file
 - 3. Retaining Wall Record Drawing
 - a. CAD file
 - b. Pdf file
 - 4. Final Construction Costs and adjusted payment
 - a. Labeled "Record" or "As-built" quantities
 - b. Signed/ dated
 - 5. Outfall coordinates for storm drainage
 - 6. Maintenance Bonds (10% of final costs for each)
 - a. Drainage
 - b. Paving
 - c. Wet utilities (water/ sanitary sewer)
 - 7. Hot Letter – Electric/Gas (Applicable to single family Subdivisions)
 - 8. Final Plat Mylars submitted to Planning/Zoning
 - 9. Escrow submitted for Grass/ Sewer/ Sidewalk (if applicable)
 - 10. All Outstanding Fee(s) paid in full
 - 11. LOMR approved by FEMA (if applicable)
 - 12. All site items completed

XXIX. Dismissal:

City of Rockwall – “Standards of Design” may be downloaded at:
[**http://www.rockwall.com/**](http://www.rockwall.com/)

- Also, Reference -

**North Central Texas Council of Governments
Standard Specifications for Public Works Construction
Fifth Edition
“City of Rockwall Construction Notes”**