



Arapahoe County Water and Wastewater Authority
13031 E Caley Avenue, Centennial, CO 80111 9364
Phone (303) 790-4830, Fax (303)790-9364

PRE-CONSTRUCTION MEETING

DATE: _____

PROJECT: _____

PROJECT NUMBER: _____

PROJECT ADDRESS: _____

CONDUCTED BY: _____

Those who attended this conference were: See attached sign in sheet



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Primary Contacts/Introductions:

ACWWA

Ed Trujillo ACWWA Construction Inspection Supervisor 720-645-1415
 Inspections@acwwa.com

Owner

Name: _____ Tel#: _____
 Contact: _____ Tel#: _____
 Address: _____ E-Mail: _____

Design Engineer

Name: _____ Tel#: _____
 Contact: _____ Tel#: _____
 Address: _____ E-Mail: _____

General Contractor

Name: _____ Tel#: _____
 Contact: _____ Tel#: _____
 Address: _____ E-Mail: _____

Subcontractor

Name: _____ Tel#: _____
 Contact: _____ Tel#: _____
 Address: _____ E-Mail: _____

OTHER

Surveyor: _____ Tel#: _____
 Geotech: _____ Tel#: _____

Material Suppliers

Pipe: _____
 Fittings: _____
 Valves: _____
 Precast Manholes: _____
 Castings: _____
 Concrete: _____



Right-of-Way, Easements, Imprest Status/Restrictions

The following items must be paid prior to scheduling pre-construction meeting.

- Rights-of-Way
- Easement
- Imprest
- Tap Fees

Construction material:

- Sewer: SDR 35
- Water: C-900
- Squeegee bedding 6” above and below pipe per ACWWA standards.

Description of project:

- **Potential problems, which may delay the progress of construction?**

- **Issues or concerns, regarding other utilities and, or other construction on-site?**

Organization and Channel of Communications:

- ACWWA’s point of contact: Ed Trujillo
- Contractor’s on-site point of contact: _____
- All items will need to go through: Ed Trujillo - who will distribute to the appropriate parties
- **All Design changes must go through Design Engineer. Inspector will not make design changes.**
 1. Design Engineer shall submit changes to ACWWA’s review engineer (Merrick) for review/approval.
 2. Once ACWWA’s engineer approves changes, contractor may proceed with verbal approval.
 3. Approved design changes will be distributed to all parties and shall be included on as-built drawings.



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Estimated duration of project:

Begin: _____

Completion: _____

Testing:

Water & Irrigation:

- Chlorine test taken by – ACWWA Inspector
- Hydrostatic test witnessed by – ACWWA Inspector
- Clear Water sample taken by – ACWWA Inspector

Only (1) one proposed water line tie in is permitted until proposed line has been tested and passed. Once proposed line has been tested and passed the second tie in can be made. This is to prevent testing against existing valves that may not seat completely.

Sanitary Sewer:

- Mandrel
- Manholes to be Vacuum tested
- Pipe Lines to be pressure tested
- All Main Lines and Manholes to be videoed

If outside contractor does the above sewer testing ACWWA inspector does not need to be present but will be provided copies of test reports. If contractor does the sewer testing ACWWA inspector must be present to observe testing.



ACWWA As-Built Document Requirements

Submit the following for review and approval:

- Two (2)-24"x36" complete bond sets (cover sheet & details included)
 - Identify as-built information using a revision cloud and a revision number in bold overlaid on the original design information.
 - Give a brief description and label as "as-built" in revision block
 - Identify boldly each sheet as "as-built"
 - Include a preparer's statement on the title sheet of who provided the survey points, contractors redlines, and who prepared the as-built plan set.
 - All original design information must be shown on the as-built plans and crossed out if inaccurate.
- AutoCAD disc copy of as-built drawing
- Survey point file (.csv) of all water and sanitary sewer surface features (can be included in as-built AutoCAD disc copy)
 - Provide each surface feature installed with labels of each (manhole, clean-outs, meter pits, fire hydrants, valves, blow-offs)
 - Convert points to the North American Datum 83 (NAD 83) Colorado State Plan Central Zone coordinate system (Grid), units feet or provide a minimum of 2 section corners and a basis of bearing.
 - Format the point file in a manner that can be imported into AutoCAD at the correct coordinates and elevations with descriptions (PNEZD)

Once as-built documents have been reviewed & approved please submit the following:

- Two (2)- 24"x36" complete bond set (cover sheet & details included)
- PDF version

Probationary acceptance will not be granted, and meters will not be activated until all close out items have been received and approved.

Close out items must be received within 30 days of completion of work. Any items not received will be completed by ACWWA and costs will be paid through the Imprest account and or Financial Guarantee.

Fire Department must inspect fire lines or contractor may be required to expose line for fire department inspection.

Close out Items

Contractor must provide:



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- Daily Logs
- Concrete Tickets
- Compaction Reports (including failed tests)
- Survey Cut Sheets to ACWWA's inspector
- All third party test reports
- Copy of Fire Department sign off
- Signed Conveyance and Acceptance letter
- Approved As-Builts

All the above information is required prior to Probationary Acceptance being granted.

General information and responsibilities

1. Traffic Control is the responsibility of the contractor
2. Concrete thrust blocks must be exposed 24-hours prior to backfilling unless poured before 9:00 a.m. they may then be backfilled after 3:00 p.m.
 - No sack mixing allowed.
3. Schedule all water shutdowns with ACWWA's inspector. 48-hour notice required for all shut downs.
 - ACWWA's Inspector must be on site for water shutdowns and pipeline tapings.
4. Contractor must have an ACWWA meter for construction water, ACWWA will issue tickets to anyone caught using water without a meter.
5. Anyone caught tampering with ACWWA property; valves, fire hydrant, cheater pipes etc. will be issued a ticket.
6. Developer is responsible for their subcontractors not limited to the pipe contractor and any unauthorized use of ACWWA property.
 - Any issued tickets must be paid prior to further inspections, the issuance of probationary acceptance or water activation.
 - Fines not paid, will be taken from the Imprest accounts.
7. Inspections will be done at random times on daily basis (average 4-hours/day).
 - If an inspection is required at a specific time the contractor can schedule an inspection with a 24-hours' notice.
 - Contractor must call if not working so inspector doesn't make unnecessary trips.
8. No weekend work unless notified by the Wednesday. prior to the weekend work
 - If an inspector is unavailable, the trench must be left open for inspection on Monday.
9. Meter set requests must be received by ACWAA's inspector three business days in advance.
 - **Meters will not be activated until all close out items, including As-Builts and Conveyance and Acceptance, have been received and approved and the project has been issued probationary acceptance.**
10. Developer is responsible for the proper installation, testing, and as-builts of service lines from the curb stop or sewer main to the building.



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11. Utility locates are the responsibility of the Contractor.
12. ACWWA will respond to any scheduled appointment.
 - However, if you miss the scheduled appointment and have not called to cancel your appointment, you will be charged for the inspector's time.
13. Contractor is reminded that he is responsible for inspecting his own materials, workmanship, safety and finished work. That no statement, nor any act on the part of the Inspector can relieve the Contractor of any part of that responsibility.
14. Safety, including the requirements of OSHA, contractor's personal safety equipment and the safety of the public is the sole responsibility of the contractor.
 - ACWWA Board Policy: If ACWWA's inspector has problems with site safety, he will inform the subcontractor and General Contractor regarding the issue. If the issue does not get resolved the inspector will leave site and contact the Owner. Should the issue not get resolved at this level, OSHA will be contacted.
15. Licenses, Fees and Permits are the contractor's responsibility.
16. Contractor is required to adhere to the requirements of the City, County, SEMSWA or any other entity involved in this project and to notify each entity of work done outside the permit, work done on weekends and any road closures or detours.
17. All Traffic Control plans must be submitted and approved by the appropriate entity prior to any road closures.
18. All Imprest transactions are processed directly through ACWWA. When the Imprest balance reaches \$2,500.00, ACWWA will invoice the applicant to reestablish the account to \$10,000 so remaining costs can be covered. Non-payment of the invoice may cause a "hold" on the project until funds are received. If the project has reached Probationary Acceptance, this stipulation may be changed.

Who should receive the Probationary and Final Acceptance letters?

Name: _____
Address: _____
Phone#: _____
Email: _____

COPIES OF THIS AGENDA WERE HANDED OUT TO ALL THAT ATTENDED PRECON.