



Preconstruction Meeting Packet

PROJECT: _____ GRD ___ - ___ - ___ Date: _____

Invoice Information (Invoices are the responsibility of the Owner/Developer):

Owner/Developer: _____ **Attn:** _____

Address: _____

Office #: _____ **Email:** _____

CONTACTS:

Owner/Developer: _____

Contact: _____ **E-mail:** _____

Office #: _____ **Emergency #:** _____

Engineer: _____

Contact: _____ **E-mail:** _____

Office #: _____ **Emergency #:** _____

General Contractor: _____

Contact: _____ **E-mail:** _____

Office #: _____ **Emergency #:** _____

Alternative Contact: _____

Office Number: _____ **Emergency Number:** _____

Surveyor: _____

Contact: _____ **E-mail:** _____

Office #: _____ **Emergency #:** _____

Testing Firm: _____

Contact: _____ **E-mail:** _____

Office #: _____ **Emergency #:** _____

Traffic Control: _____

Supervisor (TCS): _____ E-mail: _____

Office #: _____ Emergency #: _____

Erosion Control: _____

Supervisor: _____ E-mail: _____

Office #: _____ Emergency #: _____

Flatwork: _____

Contact: _____ E-mail: _____

Office #: _____ Emergency #: _____

Paving: _____

Contact: _____ E-mail: _____

Office #: _____ Emergency #: _____

Wet Utilities: _____

Contact: _____ E-mail: _____

Office #: _____ Emergency #: _____

MISCELLANEOUS SUBCONTRACTOR LIST

Type	Company Name	Contact Name	Phone Number

MATERIAL SUPPLIERS (Submittals only required upon request):

Pipe: _____

Precast Storm Sewer Structures: _____

Castings (Rings/Cover): _____

Bedding Gravel/Riprap/Boulders: _____

TOWN OF PARKER CONTACTS

Alex Mestdagh, P.E. – Engineering Services Manager:	(303) 805-3204 (Direct)	(303) 598-0333 (Cell)
Michael Grabczyk, P.E. – Stormwater Project Manager:	(303) 805-3209 (Direct)	(303) 961-1057 (Cell)
Michael Walton, P.E. – SR. Dev. Review Engineer:	(303) 805-3166 (Direct)	(720) 636.5305 (Cell)
Robert Seacat – Stormwater Permit Inspector:	(303) 805-3239 (Direct)	(303) 434-3778 (Cell)
Michael Waugh - Engineering Field Ser. Manager:	(303) 805-3231 (Direct)	(303) 434-9260 (Cell)
Kevin Rasmussen – Engineering Inspector Technician:	(303) 805-3226 (Direct)	(720) 668-0683 (Cell)
Brian Varnak. – Engineering Inspector:	(303) 805-3182 (Direct)	(303) 453-9608 (Cell)
Randy Capra – Fire & Live Safety Supervisor:	(303) 805-3163 (Direct)	

UTILITY CONTACTS

Intermountain REA

Mr. Jim Potter
5496 North US Highway 85
Sedalia, CO 80135
(303) 688-3100

Comcast Cable

Mr. Butch Buster
6850 South Tucson Way
Englewood, CO 80112
(303) 603-5628

Parker Water & Sanitation District

Mr. Robert Ramsey
18100 E. Woodman Drive
Parker, CO 80138
(303) 841-4627

CenturyLink

Mr. William Benson
9750 East Costilla Avenue
Englewood, CO 80112
(720) 578-5142

Xcel Energy

1123 West 3rd Avenue
Denver, CO 80223
Builders Call Line
(800) 628-2121

Cottonwood Water & Sanitation District

Mr. Patrick F. Mulhern/Laurie Tatlock
2 Inverness Drive East, Suite 200
Englewood, CO 80112
(303) 649-9509

Stonegate Village Metro District
James C. McGrady
7995 E. Prentice Ave., Ste. 103E
Greenwood Village, CO 80111
303-858-9909

Urban Drainage and Flood Control District
Mike Sarmiento, Construction Inspector
2480 W. 26th Avenue Suite 156-B
Denver, CO 80211
(303) 455-6277
msarmiento@udfcd.org

SPECIAL CONDITIONS (including other utilities and other construction in progress on site):

JOB SUBMITTALS

The following items are required and shall be submitted for review, reviewed in the field, and/or field tested for conformance with the Town standards.

Pavement Section Designs-(1 for each Filing) The pavement section to be used must be submitted 15 working days prior to the commencement of paving. Submitted section shall be supported by pavement design procedures and soils analysis. (Limits of Swell Mitigation shall extend from back of walk to back of walk where the sidewalk is attached to curb, otherwise from back of curb to back of curb. Curb and gutter will be subject to mitigation procedures and cannot be placed until the pavement section design has been approved. (2 copies) 1 Bound and 1 electronic PDF In addition, test reports that include roadway embankment and trench backfill testing (including services) shall be submitted for review and approval prior to paving (1 electronic PDF).

Asphalt Mix Design-(MA3) Job mix formulas must be submitted 15 working days prior to commencement of paving. A submittal is required for every different asphalt grading used on a project. (1 electronic PDF) The Town of Parker requires that the top lift be Grading SX (1/2") Mix.

Concrete Mix Design-(1 for each Type/Class) A CDOT approved mix design must be submitted 15 working days prior to any concrete work commencing. A submittal is required for every class of concrete used on the job. (1 electronic PDF)

Base Course-(1 for each Filing) A gradation report shall be submitted 15 working days prior to placement of material. Gradations shall conform to specifications for CDOT Class 6. (1 electronic PDF)

Lime/Cement Mix Design-(1 for each Filing) Job mix formula must be submitted 5 working days prior to commencement of mixing soil and lime/cement. A submittal is required for every different mix design used on a project. (2 copies- 1 bound and 1 electronic PDF)

Testing Report-(1 for each Filing) A testing report shall be compiled and presented in bound and electronic format to the Town at the completion of construction. Probationary warranty period will not begin until the testing report is approved. (2 copies- 1 bound and 1 electronic PDF)

Construction and Grading Permits

It is the responsibility of the contractor to have all necessary federal, state and local permits prior to construction startup. Town permits are required for grading and street cuts.

The following Town permits are required for this project:

Grading Permit	_____	_____	_____
	Yes	No	Status
ROW Use Permit	_____	_____	_____
	Yes	No	Status
Access Permit	_____	_____	_____
	Yes	No	Status
Floodplain Permit	_____	_____	_____
	Yes	No	Status

Method of Handling Traffic Plans (MHT's)

All MHT's shall be submitted to the Town for review, and written approval prior to implementing the plan. This MHT shall be updated if changes are necessary. The contractor is responsible to coordinate and receive approval from the Town of Parker Police and the Parker Fire District for all MHT's if a roadway is to be closed for any length of time. The Town does not typically allow full roadway closures.

Construction Schedule

A construction schedule must be submitted to the Town prior to the commencement of construction. The schedule shall include the following: mobilization, over-lot grading, utility installation, storm sewer installation, subgrade preparation, curb and gutter installation, and pavement placement. The schedule shall be updated monthly and delivered to the assigned Development Review Engineer (DRE).

Notice of Construction Startup and Work Hours

The Town of Parker must be notified in writing 72 hours prior to the commencement of construction. Permitted work hours within the Town are as follows:

- Monday through Friday – 7:00 a.m. to 7:00 p.m.
- Saturday – 8:00 a.m. to 7:00 p.m.
- Sunday – 10:00 a.m. to 7:00 p.m.

Deliveries and other site activity that produces noise should be restricted to these hours as well. Town staff is available to perform inspections during normal business hours – (Monday through Friday, 8:00 a.m. to 5:00 p.m.). Violations are subject to fines and/or penalties per Town code.

Public Coordination

The Contractor is required to notify affected properties and meet with the existing HOA and interested neighbors. A letter documenting date and items discussed must be sent to the Town. Discussions with the HOA should include information regarding work schedule and local impacts. Impacts including dust, noise, and landscaping should be discussed and mitigation plans discussed. Preservation, removal, and replacement of any trees or significant stands of vegetation should be discussed. Notify the Planning Department of the start date for any landscaping removal.

Construction Observation/Inspections

Construction observation will be performed by the Designated Town Authority (DTA) or a Town representative on a periodic basis. The DTA has the right to access on the site at any time during construction. The DTA also has the right to see the signed and approved plan set. The developer shall have a copy of the approved construction plans, the Roadway Design and Construction Criteria Manual (RDCCM) and the Storm Drainage and Environmental Criteria Manual (SDECM) on site at all times.

The DTA will be onsite as necessary to check the progress of the construction and to assure compliance with the approved plans and construction standards. Should the contractor need the DTA at the job site a specific time for storm sewer backfill, rebar inspections, or proof-rolls, etc., they must schedule that inspection with the DTA at least 24 hours (1 business day) in advance.

The contractor is reminded that he is responsible for inspecting his own materials, workmanship, safety, and finished work and that no statement nor any act on the part of the DTA can relieve the contractor of any part of that responsibility.

Safety, including the requirements of OSHA with respect to protection of the faces of excavation, personal safety equipment, and the safety of the public shall be the responsibility of the Developer/Contractor.

Drainage Facilities/Storm Sewer

The contractor is required to notify the DTA at least 24 hours (1 business day) prior to the installation of storm sewer and drainage structures to ensure proper trench width, bedding, and backfill. The DTA must also be contacted to inspect reinforcing steel prior to the pouring of concrete for all drainage structures. Boulder placement must be inspected by the DTA prior to the pouring of grout for all sloping grouted Boulder Drop Structures.

See Section 9 of the RDCCM and the Minimum Inspections list for additional information.

Manhole and Valve Box Inspection:

An inspection will be required prior to the final lift of pavement which verifies the conditions of valve boxes, manholes, and other aboveground appurtenances. The contractor will be responsible for contacting the water and sewer observer from the water and sanitation district who will inspect the facilities and provide a punch list of any deficiencies, which must be repaired prior to the construction of the final pavement lift. Manholes and valve boxes shall be adjusted to within $\frac{1}{4}$ " to $\frac{1}{2}$ " below final pavement surface.

Testing

Construction and materials testing shall be performed in accordance with Section 9 of the RDCCM.

Project Approvals

Refer to the various approval checklists below and in Appendix B of the RDCCM for additional general approval information. **It is the responsibility of the contractor and owner/developer to understand the requirements for construction approvals and to initiate the acceptance process with Engineering Staff well in advance of the desired date of acceptance or C/O. The time necessary to complete the acceptance process varies by project and due to the quality and completeness of the work, but a minimum of several weeks should be assumed.**

Probationary Acceptance Checklist

1. Developer shall verify completion of all improvements shown on plans and listed in the specific conditions in the Subdivision Improvement Agreement.
2. Developer shall provide a written request for a probationary walk-through to the Development Review Engineer (DRE).
3. Developer shall ensure all infrastructure is clean and accessible.
4. The DRE will schedule a walk-through to develop a punchlist of all defective or incomplete items.
 - Developer shall arrange for a water truck to be on site during the walk-through.
5. The DRE will provide a written punch list of all defective items to be corrected.
6. The developer shall repair all defective items and contact the DRE to schedule a punchlist follow-up inspection.
7. The DRE will arrange for new streets to be cored to verify correct pavement depth and density.
8. Developer shall provide the “as-constructed” drawings, in electronic format with surveyor signature in accordance to the Town of Parker Roadway Design and Construction Criteria Manual. The as-builts shall include detention basin volume certification and state reporting form per the Town of Parker Storm Drainage and Environmental Criteria Manual.
9. Developer shall provide stamped construction materials testing reports in accordance with the Town of Parker Roadway Design and Construction Criteria Manual. Testing reports shall include: subgrade compaction testing, concrete, asphalt and any other materials testing performed during the construction of public infrastructure. (Two (2) copies).
10. The Director of Public Works and Engineering will provide written notice of the probationary acceptance of public improvements. The probationary acceptance period shall begin on the date of the written notice to the developer from the Public Works Department.
11. Developer shall provide security in the amount of 20% of the cost of infrastructure improvements for the project. The security shall remain in place until final acceptance is granted by the Town. Final acceptance cannot be granted until the 2-year warranty period has expired.
12. Verify all Subdivision Improvement Agreement (SIA – Paragraph 4) conditions have been met.

Final Acceptance Checklist

1. Developer shall provide a written request for a final walk-through to the Development Review Engineer after the 2-year warranty period has elapsed.
2. Developer shall ensure all infrastructure is clean and accessible.
3. The DRE will schedule a walk-through to develop a punch list of all defective items.
 - Developer shall arrange for a water truck to be on site during the walk-through.
4. The DRE will provide a written punch list of all defective items to be corrected.
5. The Town may request that the detention basin volume be re-certified and/or cleaned if it is apparent that sedimentation has occurred.
6. The Developer shall repair and/or replace all items which are failing due to faulty materials or poor workmanship as required by the DRE. All repairs shall be completed to the satisfaction of the Town.
7. The Developer shall contact the DRE to schedule a punch list follow-up inspection(s).
8. The Director of Public Works will provide written notice of final acceptance of the public improvements.
9. The Town will release all remaining security for the accepted public improvements.
10. Neither final approval by the Town, nor any provision in these standards, shall relieve the developer of the responsibility for the negligent use of faulty materials, negligent workmanship, or negligent design.

Certificate of Occupancy Checklist

1. Developer shall verify completion of all improvements shown on plans and specific conditions listed in a Subdivision Improvement Agreement or Developers Agreement.
2. Developer shall provide a written request for a walk-through to the Development Review Engineer.
3. Developer arranges for all infrastructure to be clean and accessible.
4. The DRE will schedule a walk-through to develop a punch list of all defective items.
 - Developer shall arrange for a water truck to be on site during the walk-through.
5. The DRE will provide a written punch list of all defective items to be corrected.
6. The developer shall repair all defective items.
7. The Developer shall contact the DRE to schedule a punch list follow-up inspection(s).
8. Developer shall provide the “as-constructed” drawings, in paper and electronic format with surveyor signature in accordance to the Town of Parker Design and Construction Criteria Manual. The as-builts shall include detention basin volume certification per the Town of Parker Storm Drainage and Environmental Criteria Manual.
9. Developer shall provide stamped construction materials testing reports in accordance with the Town of Parker Roadway Design and Construction Criteria Manual. Testing reports shall include: compaction testing, concrete, asphalt and any other materials tested during the construction of public infrastructure. (Two (2) copies).
10. DRE will sign building permit to allow for the issuance of a Certificate of Occupancy. A Certificate of Occupancy will not be issued if probationary acceptance has not been granted for associated public improvements. See Probationary Acceptance Checklist.

***A walkthrough shall be scheduled a minimum of ten (10) working days prior to date that a Certificate of Occupancy is desired. The advance notice is necessary for inspections and potential repairs.**

Grading Security Release

The grading security will be released when the following conditions have been achieved:

- (1) Developable property: In order for the grading security to be released, the site must meet Subparagraphs a. through h. or Subparagraph i. below.
 - a. All soil-disturbing activities associated with the grading permit have permanently ceased.
 - b. Uniform perennial vegetation cover has been established with an individual plant density of at least seventy percent (70%) of pre-disturbance levels.
 - c. All CBMPs have been properly removed from the site.
 - d. If any erosion is present, it is insignificant and is not leaving the site and/or leading into any on-site drainage infrastructure that may convey surface water off site.
 - e. Weeds represent no more than fifty percent (50%) of the total vegetation on the site.
 - f. No weeds are present from List A of the Colorado Noxious Weed List, as amended.
 - g. The site is predominantly free of weeds from List B of the Colorado Noxious Weed List, as amended.
 - h. Weeds are evenly distributed throughout the site with no large concentrations present.
 - i. A new grading permit and replacement security has been submitted and approved for the applicable site or assignment as provided by Section 11.10.150 of this Code. It is the property owner's obligation at the time of closing to ensure that the new site owner has provided the Town with a replacement security.
- (2) Nondevelopable property: In order for the grading security to be released, the site must meet Subparagraphs a through h and j, or Subparagraphs i and j below.
 - a. All soil-disturbing activities associated with the grading permit have permanently ceased.
 - b. All CBMPs have been properly removed from the site.
 - c. Erosion is negligible, if even present.
 - d. The vegetation represents a perennial stand of a dense, uniform surface of grass with no area greater than one (1) square foot that is barren of desirable vegetation. Infrequent, widely scattered areas where native vegetation has not yet taken hold may qualify for acceptance at the discretion of the Town.
 - e. Weeds represent no more than ten percent (10%) of the total vegetation on site.
 - f. No weeds are present from List A of the Colorado Noxious Weed List, as amended.
 - g. The site is predominantly free of weeds from List B of the Colorado Noxious Weed List, as amended.
 - h. Weeds are evenly distributed throughout the site with no large concentrations present.
 - i. A new grading permit and replacement security has been submitted and approved for the applicable site or the grading permit has been assigned as provided by Section 11.10.150 of this Code. It is the property owner's obligation, at the time of closing on the sale of a site that is subject to a grading permit, to ensure that the new property owner has provided the Town with a replacement security.

- j. All known drainage issues associated with the project have been mitigated and a sufficient amount of time has passed to ensure that such issues have been corrected. This requirement does not include those drainage issues originating on residential lots.

Anticipated Construction Completion Date: _____

I represent the Developer and/or General Contractor shown above and I agree to meet all of the Town's design and construction standards and ordinances. I have received, read and agree to meet the testing frequencies for construction, the Probationary Acceptance Check list and the Final Acceptance check list.

Owner/Developer:

Company Name

Representative/Title (Print)

(Signature)

and

General Contractor:

Company Name

Representative/Title (Print)

(Signature)