



Public Works Department Preconstruction Meeting

Project/Permit Number: _____

Date: _____

Project Name: _____

Time: _____

Meeting location: _____

I. Introductions

- Name, Company, Role in project
- Sign attendance record if required

2. Description of Project:

This project consists of: _____

Owner: _____

3. Important Dates:

Contractor's anticipated start date: _____

Other: _____

4. City of Sweetwater Project Contacts:

Public Works Department 305-455-6585

City Engineer Eric J. Gomez , P.E. egomez@cityofsweetwater.fl.gov

Building Director Carlos Lanza clanza@cityofsweetwater.fl.gov

Inspector I Luis Gomez lgomez@egscfl.com

Inspector II David Jimenez djimenez@egscfl.com

After Hours Emergency Contact -Police Department 305-552-9900 Ext 2320 or 2321

5. Utilities

- Call for Utility Locates

6. Maintenance of Traffic (plans review and discussion)

- Lane Closure Restrictions -Requires MOT plan submission, no lane closures before 9am or after 4pm.
- Pedestrian Detours must be installed as per MUTCD, do not detour pedestrians on to the roadway.
- Traffic stripes and markings, shall be replaced in timely manner
- Items of Special Consideration: _____ Use County Standards for MOT; work in vicinity of schools shall modify MOT to accommodate school peak hours_____

7. Review of Plans and special requirements:

Protect all ROW structures, vegetation, and surfaces from damage.

- **Sidewalk/Curb Installation/Restoration**

_____ Follow County Restoration Standards. No partial panel patches full panel replacements; concrete - tickets shall be submitted prior to scheduling final inspection. Spoil piles shall not be stored on sidewalk or roadway. Cast in place or paver style truncated domes are allowable, not post pour mats will be accepted. Limits of restoration shall be discussed with inspector prior to beginning restoration.-

- **Roadway Installation/Restoration**

_____ Follow County Restoration Standards; asphalt tickets shall be submitted prior to scheduling final inspection. Compaction shall be verified by test prior to surface restoration. Spoil piles shall not be stored on sidewalk or roadway. Limits of restoration shall be discussed with inspector prior to beginning restoration.

- **Vegetative Installation/Restoration**

_____ To Like or Better Condition Follow County Restoration Standards R21 .I-

- **Earthwork**

_____ Compaction shall be verified by testing/inspection prior to restoring surface. Spoil piles shall not be stored on sidewalk or roadway.

- **Boring/Tunneling**

_____ Follow county regulations on boring and tunneling; Proper restoration at bore pits and site holes shall be performed. Spoil piles shall not be stored on sidewalk or roadway.

- **Trenching**

_____ Follow OSHA trenching regulations; Compaction of lifts shall be verified by testing prior to restoring surface. Spoil piles shall not be stored on sidewalk or roadway.

- **Pipe/Drainage**

_____ Compaction of lifts shall be verified by testing prior to restoring surface. Spoil piles shall not be stored on sidewalk or roadway.

- **Concrete Pad Installation**

_____ As per County/DOT standards. Spoil piles shall not be stored on sidewalk or roadway. Compaction verified by testing prior to pouring_____.

8. Testing

- Required Testing: Compaction test prior to restoration
- Submittal of Testing Documentation: Compacting test results shall be submitted prior to scheduling final inspection.

9. Erosion Control and SW Pollution Prevention Plans

- Contractor is required to inspect and maintain controls. weekly and within 24 hours after a rainstorm in excess of 0.50 inches. In accordance with State and Federal Regulations.
- Protect stormwater system from debris, chemicals, sediment, etc. Any noted debris found in the stormwater systems that results from contractor's activity will be the responsibility of the contractor to clean prior to requesting final inspection at no cost to the City of Sweetwater.

10. Warranty/Maintenance

- The Warranty start date is the date of the Approved Final Inspection.
- The site must be maintained by the contractor and any damage incurred during the project repaired/replaced at no cost to the City of Sweetwater.
- Document existing damage to ROW structures and surfaces to the City of Sweetwater's Public Works prior to beginning work.

11. Inspections

- Request inspections a minimum of 1 business day prior to inspection.
- Contractor and all original permits and stamped plans must be onsite at time of inspection.
- The City of Sweetwater will have authority to disapprove or reject Work which is "defective" (a term used to describe Work that is unsatisfactory, faulty or defective, or does not conform to the requirements of the Contract Documents or does not meet the requirements of any inspection, test or approval referred to in Special Condition, or has been damaged prior to final acceptance) at contractor's expense.
- Follow all local, state, and federal regulations, standards, and specifications for all work being performed.
- Indicate the following in inspection requests: o Contact name o Contact phone number o A Morning or an Afternoon Inspection o Any details regarding specific inspection

12. Requested Documentation from Contractor

The following documentation shall to be submitted:

- Compaction results and concrete/asphalt tickets shall be submitted prior to requesting final inspection. An inspection shall not be scheduled without this documentation.
- A copy of the letter of notification to adjacent residents and businesses informing of work being performed and dates of significance (i.e.: service disruption, etc.).

13. Handouts to Contractor

- City of Sweetwater Noise Ordinance
- Pedestrian Ramp FDOT Detail Drawing(s)
- Trench Safety OSHA Quick Card
- Permit Placard and stamped "Job Copy" Plans
- Pre-Construction meeting notes (will be emailed after the meeting, original kept in permit file)
- Pre-Construction attendance record (will be emailed after the meeting, original kept in permit file)

14. Emergency Evacuation Plan

- In case of a hurricane or other emergency affecting the project, there shall be a plan to secure the project, list responsibilities, etc.

15. Other

- ADA Compliance
- Concrete wash out will not be allowed onsite
- Overhead utilities, structures, trees require special care and attention
- Port-a-lets
 - * Keep 50 feet away from stormwater inlet structures
 - * Keep off of ROW General site cleanliness
- "Perception is Reality"
- Hours for activity: Residential Areas M-F 8 am to 4 pm.

City of Sweetwater Representative:

Signature:

Printed Name:

Date:

Project Representative

Signature:

Printed Name:

Date:

E-mail: _____