



**CITY OF WENATCHEE**

P.O. BOX 519 • WENATCHEE, WASHINGTON 98807-0519 • (509) 888-3202

**DEPARTMENT OF PUBLIC WORKS  
PRE-CONSTRUCTION CONFERENCE**

**PROJECT TITLE:** \_\_\_\_\_

**ADDRESS OF PROJECT:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

- 1. **INTRODUCTIONS** - fill in the sign-in sheet
- 2. **CONTACT PERSONNEL**

Prime Contractor: \_\_\_\_\_  
Company Name Company Phone

	Name	Phone		Name	Phone
Project Manager	_____	_____	On-Site Superintendent	_____	_____
After Hours Contact	_____	_____	CESCL	_____	_____
Project Inspector	_____	_____	Engineer	_____	_____
Surveyor	_____	_____		_____	_____

**CITY OF WENATCHEE CONTACTS**

Schedule Inspections: Phone call in (509) 888-3263  
Development Engineer: Donald Nelson, P.E. (509) 888-3255  
Development Inspector (QA): Nathan Warden (509) 888-3214  
City Engineer: Gary Owen (509) 888-3204  
Public Works Director: Rob Jammerman (509) 888-3205

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**3. DESCRIPTION OF WORK/SCOPE OF PROJECT**

**4. SUBCONTRACTORS** – All subcontractors shall have a city business license.

Subcontractor	Company Name	Contact Name	Phone
Excavator:	_____	_____	_____
Cement:	_____	_____	_____
Asphalt:	_____	_____	_____
Electrical:	_____	_____	_____
Traffic Control Supervisor (TCS):	_____	_____	_____

**5. UTILITIES** – Utilities or Persons who have a special concern or issue to present for discussion:

Chelan PUD Water:	<u>Shawn Desy</u>	<u>(509) 661-4445</u>
Chelan PUD Fiber & Electrical:	<u>Tammy Fisher</u>	<u>(509) 661-4617</u>
Ziply:	<u>Sean Whitsitt</u>	<u>(509) 662-9361</u>
Spectrum:	<u>Rik Spraggins</u>	<u>(509) 667-4415</u>
Cascade Natural Gas:	<u>Lance Beyer</u>	<u>(509) 662-6105</u>
City Sewer Department:	<u>Adam Nealy</u>	<u>(509) 888-3291</u>
City Water Department:	<u>Will Weems</u>	<u>(509) 888-3233</u>

## 6. PROJECT SCHEDULING

- a. Starting Date: \_\_\_\_\_
- b. Work hours: \_\_\_\_\_
  - i. Public Works Inspection hours are limited to 7:30 am to 3:30 pm. All work requiring inspections must be ready for inspection within these time limits unless other arrangements are made with the Public Works Construction Inspection. Unless other work hour restrictions are in place for the proposed work (arterial street work as an example) all work within the public right-of-way is limited to 7:00 am to 7:00 pm unless otherwise allowed by permit or special exception.
- c. Notifications: 48 hours' notice to all Utilities and Emergency service  
Important: Call 2 working days before you dig, 1-800-424-5555 or cell, 811
- d. Daily work in the public right-of-way (ROW) is limited to Monday – Friday.
  - a. No work in the ROW will be allowed Saturday or Sunday or on holidays that are observed by the City of Wenatchee.
  - b. The following is the schedule of City closure days and holidays,  
**No work requiring inspection shall be performed on these days:**

Martin Luther King Jr.	Veteran's Day observed
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	New Year's Day

## 7. CONSTRUCTION CO-ORDINANCE

- a. The contractor must notify the Public Works Inspector at least one working day prior to starting site work.
- b. Clearing limits shall be accurately flagged and tree protection fencing in place prior to commencement of site work.
- c. Tree protection fencing shall remain in place during all construction phases. Moving the tree fence, damaged trees required to be retained, or unauthorized tree removal will subject to penalty fines and/or restoration costs.

## 8. TRAFFIC CONTROL AND SAFETY

- a. Contractor to submit Traffic Control Plan for city review and approval prior to beginning work in any public right-of-way.
- b. Traffic control signing and devices shall conform to the "Manual on Uniform Traffic Control Devices."
  - i. Current version as modified by Washington State.

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- c. A copy of the approved plans must be on the job site whenever construction is in progress. All changes agreed to must be shown on the “record drawings” prior to project completion

**9. TURN OVER THE CAPITAL FACILITIES** - The OWNER agrees to turn over and dedicate the sewer improvements to the CITY, at no cost, upon the completion of construction and approval and acceptance of the same by the CITY. As a prerequisite to such turn over and acceptance, the OWNER will furnish to the City the following:

- a. As-built plan drawings in both AutoCAD and PDF formats;
- b. As-built based on a post construction survey shall be in NAVD88 datum with Basis of bearing identified, signed, dated and sealed by Licensed Surveyor PLS;
- c. As-builts shall be marked as RECORD DRAWINGS, signed, dated & sealed by a Professional Engineer Licensed in the State of Washington;
- d. Passing television inspection of sewer lines by the city;
- e. Copies of passing pressure tests and mandrel reports as required by the engineer;
- f. Copies of passing compaction tests (95% or better) in the pipe zone and manhole backfill;
- g. Copies of Construction inspection reports, change orders and material submittals;
- h. Any necessary easements, permits or licenses for the continued operation, maintenance, repair or reconstruction of such facilities by the City, in a form approved by the City Engineer;
- i. A bill of sale in a form created by the City Engineer

**10. FINAL ACCEPTANCE** – Shall be based on the following:

Material source forms for all materials for this development submitted, approved and verified on-site:	Date
Date	Contractor's Initials
Pressure testing of sewer:	_____
Video inspection of sewer:	_____
Sewer manholes finished:	_____
Pressure testing of storm:	_____
Video inspection of storm:	_____
Storm Manholes finished:	_____
Water main pressure testing	
Water main testing:	_____

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Fire hydrants finished:	_____	_____	_____
Soil compaction testing report:	_____	_____	_____
Pavement condition:	_____	_____	_____
Street lighting and electrical:	_____	_____	_____
Signs and pavement markings:	_____	_____	_____
Landscaping ground cover	_____	_____	_____
Landscaping street trees:	_____	_____	_____
Walk-thru:	_____	_____	_____
Complete any punch list items:	_____	_____	_____
<b>Final Walk-thru:</b>	_____	_____	_____

**11. DOCUMENTS NEEDED**

- a. Cost statement for public improvements, pipe and appurtenances
- b. Transfer to public of public improvements and for utility infrastructure
- c. Record drawings per City of Wenatchee "Record Drawings Policy"
- d. Declaration of stormwater system maintenance covenants.

<b>Permit applicant/contractor:</b>	Dated _____, 20____.
Please be advised that the City of Wenatchee construction inspection staff will be inspecting the temporary erosion control measures at your job site sometime within the near future. This inspection shall include, but not be limited to, dust, mud, and debris, as stated in the above-mentioned requirements and in the City of Wenatchee Standard Plans. The Washington State Department of Ecology may participate and assist in these inspections. The above-mentioned requirements and those in the City of Wenatchee Standard Plans are minimum requirements; field conditions may necessitate supplementary measures to control erosion and sedimentation adequately. The implementation, construction, maintenance, replacement, and upgrading of erosion/sedimentation control measures is the responsibility of the permit applicant/contractor. Notification will not be given prior to inspection.	
Acknowledged by:	
_____	_____
Name	Title