



DEVELOPER BUILT PROJECT PRE-CONSTRUCTION AGENDA



PROJECT NAME: xx
DATE: xx TIME: xx pm

DEVELOPER REP: xxx
 Phone: (956) xx
 Email:

ENGINEER OF RECORD xx, P.E.
 xx.
 xx
 xxx, Texas xxx
 Phone: (956) xxx
 Cell: 956-xxx
 Email: xxx

CONTRACTOR: xxx
 Attn: xxx
 Xxxx
 xxx, TX xxxx
 Phone: 956-xxx
 Email: xxx

Local Emergency Contact (24 hours a day): 956-xxx

JOB SITE INFORMATION: xxx

INSPECTORS: Raul Flores, Harlingen Waterworks System
 Phone: 956-440-6587 office
 Phone: 956-367-9180 cell
 Email: rflores@hwws.com

Oscar Ovalle, City of Harlingen
Phone: 956-873-3494
Email: oovalle@myharlingen.us

Juan Saucedo, Harlingen Fire Department
Phone: 956-216-5790
Email: jsauceda@myharlingen.us

CONSTRUCTION DETAILS:

1. Estimated Start Date: x
2. Estimated Completion Date: x
3. List of subcontractors and work to be performed:
 - a. Xxx Company – xxx Work
 - b. Xxx Company – xxx Work
4. Submittals Requirements:
 - a. Water and Wastewater Submittals:

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- i. All submittals must be in writing and submitted to the Harlingen Waterworks System by the Engineer of Record. All submittals must be stamped approved by the Engineer of Record prior to submittal to HWWS. Submittals must be submitted electronically in pdf format to HWWS to the attention of Rudy Gonzalez at rgonzalez@hwws.com.
 - ii. Submittals may be expedited by using the HWWS Approved Products List. This can be accomplished by indicating on the approved products list the specific items being used on the project and then signed by both the contractor and the project engineer, prior to submittal to HWWS.
 - b. Paving and Drainage Submittals:
 - i. All submittals must be in writing and submitted to the office of the City Engineer by the Engineer of Record. All submittals must be stamped approved by the Engineer of Record prior to submittal to the City.
 - ii. Submittals shall be submitted electronically in PDF format to the attention of Kimberly Salinas at ksalinas@myharlingen.us with the City Engineer copied avigstol@myharlingen.us.
 - iii. Submittals must be submitted to the City prior to installation of materials.
 - c. Submittal may include: Shop Drawings, Samples / Manufacturer's Information, O&M Manuals for any equipment or mechanical devices, Project Specific Safety Plan
 - 5. Water Comments
 - a. All meter covers to include HWWS logo.
 - b. All fire hydrants to be of same manufacturer make and model
 - c. Use of stainless-steel nuts and bolts required on all sleeves and fittings
 - d. All valves, fittings hydrants and accessories to be greased, wrapped in clear plastic and left uncovered for inspection prior to installation of thrust blocks.
 - e. All materials to be domestic unless otherwise approved in writing
 - f. Minimum depth of all water mains – 5 feet cover.
 - g. Tap cores are to be inspected upon completion of tap and tied to the pipe with nylon zip tie or fishing line next to the tap and buried with pipe. All tap sizes to be inspected and approved before the tap is made.
 - h. Meter spouts required at all meter locations.
 - i. All service mains to be Yellowmine.
 - j. Sand bedding and backfill per HWWS specs.
 - k. All materials to be field verified by HWWS before installation
 - l. All installations as per HWWS standard details
 - m. Pipe and fitting to be manufactured in current year or past year only
 - n. Metallic tape required to be installed 18" above all water mains
 - o. Curb marking 'W' for water meter locations
 - p. Curb marking 'WV' for valves
 - 6. Wastewater Comments:
 - a. All pipes as per plans
 - b. Manholes: concrete bases to be inspected by HWWS before pouring
 - c. Manhole wall thickness to be field verified.
 - d. Manhole interior coatings to be field verified.
 - e. Report any elevation adjustments
 - f. Smooth concrete inverts required inside all manholes.
 - g. Smooth concrete slopes required at exterior at all pipe joints and along exterior wall of manhole.

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- h. Pipe cutouts to be completed within all manholes prior to testing. All mains tested from manhole to manhole.
 - i. Manholes to be free of debris
 - j. Manhole covers – Composite products only, 30-inch, with HWWS logo
 - k. Pipe and fitting to be manufactured in current year or past year only
 - l. All installations as per HWWS standard details
 - m. Metallic tape required to be installed 18” above all sewer mains and along top of all service lines from the main to the property line.
 - n. Cleanout to be installed on each lateral at the property line as per the detail.
 - o. Curb marking ‘SS’ for Sewer at all sewer laterals.
 - p. All sewer lines shall be air tested.
 - q. All sewer lines are to be tested by pulling mandrel. All testing equipment to be provided by the contractor.
 - r. Sewer mains shall be televised by HWWS before final acceptance
7. Paving and Drainage Comments:
- a. Any questions that pertain to City standard design details shall be sent to the City Engineer for review and response (avigstol@myharlingen.us). All changes from the plan shall be requested in writing from the Engineer of Record.
 - b. City of Harlingen General Notes for Public Improvement Projects shall apply (see attached). City of Harlingen Testing Schedule shall apply (see attached).
 - c. Contractor’s Material sources:
 - i. Asphalt -
 - ii. Flexbase -
 - iii. Concrete –
 - iv. Underground Pipe/Box –
 - v. Sand –
 - vi. Select Fill -
 - d. No placement of asphalt until all underground utilities have been tested and approved. Street cuts will not be approved on new subdivisions.
 - i. No testing shall be allowed on subgrade until all underground work within the limits of the streets is complete.
 - e. Developer shall be responsible for meeting ADA guidelines on all sidewalk and ramp improvements.
 - f. No backfill behind curb prior to 7-day cylinder break report.
 - g. For all soil disturbing activities greater than 1 ac., a copy of the SWPPP must be forwarded to the following email addresses prior to construction:
 - i. Aceves, Jose M. jaceves@myharlingen.us
 - ii. Molina, Albert amolina@myharlingen.us
 - iii. Maldonado, Johanna jmaldonado@myharlingen.us
 - iv. Salinas, Kimberly ksalinas@myharlingen.us
 - v. Ovalle, Oscar oovalle@myharlingen.us
 - vi. Vigstol, Andy avigstol@myharlingen.us
8. Inspection procedures:
- a. Water and Wastewater:
 - i. Test request form (attached) is to be sent to HWWS at least 48 hours in advance to schedule any shut downs, tie-ins or testing on water and or sewer.
 - ii. Any private fire needs to be requested to Harlingen Fire Prevention 956-216-5790.
 - b. Paving and Drainage:

- i. Developer's testing laboratory - xxx
- ii. City representative must be present for all testing. Testing performed without City representative will not be accepted.
- iii. If material course is re-worked after testing has already been completed, new testing on the disturbed portion of the material course shall be required.

9. Utility Outages:

- a. Any work affecting existing Harlingen Waterworks System water or wastewater production, distribution, collection and/or treatment facilities shall be coordinated with the Inspector and the appropriate facility manager.
- b. Contractor to notify all residents, businesses, etc. minimum 48 hours for any tie-ins, 24 hours prior to any testing.

10. Job site Cleanup: Must be performed routinely. Area to be clean before each weekend. All unneeded signs and barricades to be removed to prevent distractions.

11. Hazardous material: This project DOES / DOES NOT include work with hazardous materials or processes. Contractor personnel must be fully qualified prior to work.

12. Permits required (circle as needed):

Excavation	Electrical	Sidewalk	SWPPP
TxDOT	Cameron County	Driveway	Other

13. Phasing: This project DOES / DOES NOT require phasing
if yes, plan due to Inspections by: _____.

14. Safety Program: All contractor staff, inspectors, engineers and visitors to the project site shall be properly equipped with personal protection equipment at all times.. Use of alcohol or illegal drugs is strictly prohibited.

15. Final Inspection: A combined "punch-list" will be developed at final inspection.

16. Warranty Period: one (1) year from final acceptance date.

17. **Final Closeout Process:**

a. Utility Acceptance by Harlingen Waterworks System (water & sewer only), subject to:

- i. Successful completion of all required testing
- ii. Receipt of any applicable warranties, operator's manuals.
- iii. Receipt of final signed and sealed 'Record Drawings' from the Engineer of Record showing as-built conditions clearly noting any deviations from the approved drawings. Record drawings to be provided in hard copy format (24"x36"), in AutoCAD format and in pdf format.
- iv. Receipt of final Certification of Completion of Construction letter from the Engineer of Record.
- v. Receipt of all applicable Affidavit of Status of Liens, Final Lien Release and Contractor's Guarantee.
- vi. Receipt of Developer or Contractor Warranty Bond (applicable for all projects approved after September 1, 2019, excluding multi-phased projects that were approved prior to said date and when such development approval is still valid.)
- vii. Receipt of payment of any outstanding invoices for additional testing required due to failed test or cancelled test by the contractor.
- viii. Payment of any impact fees, tap fees, or inspection fees.
- ix. Letter of Acceptance issued by HWWS.
- x. Upon completion of all items above, System Engineer authorized to sign Plat.

b. City acceptance of the final improvements will be subject to:

- i. Receipt of all project submittals regarding paving and drainage items.
- ii. Receipt of NOI and NOT for SWPPP where applicable.
- iii. Receipt of all material tickets for the project.

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- iv. Receipt of all material testing reports for the project.
 - v. Inspection and television of storm drain lines.
 - vi. Receipt of payment of all materials testing invoices.
 - vii. Receipt of final signed and sealed 'Record Drawings' from the Engineer of Record showing as-built conditions clearly noting any deviations from the approved drawings to be provided in a PDF format.
 - viii. Receipt of project AutoCAD files.
 - ix. Receipt of final Certification of Completion of Construction letter from the Engineer of Record.
 - x. Proof of payment to all subcontractors, no outstanding liens or claims though this contract.

18. Other Items for Discussion

- a.
- b.
- c.

LIST OF ATTENDEES

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LIST OF CONTACTS

HWWS, SYSTEM ENGR	ROBERT CANTERBURY	342-4885	rcanterbury@hwws.com
HWWS, DIR OF WATER	DAVID SANCHEZ	440-6561	drsanchez@hwws.com
HWWS, ASST DIR OF WATER	FRANCISCO DIAZ	440-6561	fdiaz@hwws.com
HWWS, WATER SYSTEM MGR	RUDY GONZALEZ	440-6580	rgonzalez@hwws.com
HWWS, INSPECTOR	MARIO GONZALEZ	564-0450	mgonzalez@hwws.com
HWWS, DIR OF FINANCE	RON DE LA GARZA	430-6120	rdelagarza@hwws.com
HWWS, GENERAL MANAGER	TIM SKOGLUND, P.E.	430-6155	Tskoglund@hwws.com
HWWS, PURCHASING DIRECTOR	SANJUANA GARCIA	430-6560	sgarcia@hwws.com
COH, CITY ENGINEER	ANY VIGSTOL	216-5223	avigstol@myharlingen.us
COH, ASST CITY ENGINEER	KIMBERLY SALINAS	216-5283	ksalinas@myharlingen.us
COH, INSPECTOR	OSCAR O'VALLE	873-3494	oovalle@myharlingen.us
COH, PUBLIC WORKS DIR	RODRIGO DAVILA	367-9001	rdavila@myharlingen.us
COH, ASST PW DIR	LILY GARCIA	244-5021	lgarcia@myharlingen.us
COH, PW FIELD SUPERVISOR	FELIX	873-3308	
COH, FIRE CHIEF	JUAN SAUCEDA	216-5790	jsauceda@myharlingen.us
TEXAS GAS, OPS MANAGER	ALFREDO ALVARADO	535-1390	Alfredo.alvarado@onegas.com
TEXAS GAS, ENGR MANAGER	RENE CASARES	535-1390	Rene.casares@onegas.com
TEXAS GAS	JUAN HERNANDEZ		jhernandez@txgas.com
TEXAS GAS	M. MARTINEZ		mamartinez@txgas.com
AEP TEXAS	MARIO G. CAMPOS	975-4346	mgcampos@aep.com
SPECTRUM	PINEY LINDSAY	742-5892	forcerehos@kinetic-eng.com
AT&T	RICHARD BENNETT	244-2397	Rb2284@att.com
GEOTECH			
CONTRACTOR CONTACT #1			
CONTRACTOR CONTACT #2			
DEVELOPER CONTACT #1			