

DEVELOPMENT SERVICES DEPARTMENT ENGINEERING PRE-CONSTRUCTION MEETING

PRECONSTRUCTION MEETINGS:

Prior to the issuance of a permit for paving, grading, water, sewer and drainage a preconstruction meeting is held to examine the approved plans and discuss construction parameters inspection process, shop drawing review and approval, maintenance of traffic issues and close out package (see attached).

SITE DEVELOPMENT PERMIT:

1. Site inspections-performed on a day-to-day visual inspection basis.
2. Demucking-inspect proposed right-of-way areas to insure that all unsuitable organic material has been removed.
3. Lake As-Builts – review certified as-builts of lake slope banks to insure compliance with approved plan slopes. These slopes are for lake banks and sub surface and are to ensure a 4:1 safety factor.
4. Final site inspection – site to conform with approved site plan.

DRAINAGE:

1. Inspect structures for interior and exterior mortar (mud work) prior to backfilling.
2. Inspect coring of manholes when required by specific plans.
3. Lamp all drainage pipe between individual structures. This includes pipe between structures and outfalls.
4. Inspect concrete rip-rap wall caps.
5. \$500.00 per lane bond is required prior to excavation within Town of Davie roadways. Bond will be posted for one (1) year.
6. Final inspection on drainage - During this inspection we check for interior mud work around frame and grates, cleanliness of catch basin structures and installation of pollution retardant baffles.

WATER:

1. Water tie-in and tapping of existing water lines.
2. Day-to-day inspection to ensure proper installation in regard to elevation, bedding material, location markings and backfill material.
3. Thrust block or tie back inspection required for fittings and fire hydrants.
4. Two hour pressure testing of water line segments.
5. Cannon flushing of Town of Davie Utility Systems newly installed lines.
6. \$500.00 per lane bond is required prior excavation within Town of Davie roadways. Bond will be posted for one (1) year.

ENGINEERING PRE-CON CHECKLIST

7. Final water inspection – This inspection includes the operation of all newly installed valves, fire hydrants and blow-off assemblies. Check for the installation of location tabs for water services, valve box collars, fire hydrant painting and installation of reflective pavement markers (RPMs) at fire hydrant locations.
8. All final paper work for the turn over of utilities to the Town of Davie must be completed before project can be finalized.

SEWER:

1. Inspect Town of Davie utility system manhole structure prior to mastic interior and exterior painting.
2. Day-to-Day inspection to ensure proper installation in regard to elevation, bedding material, location markings and backfill material.
3. Inspect coring of manholes when required by specific plans.
4. Lamping and T.Ving of Sewer pipe following compaction and grading of roadway limerock base to insure line and grade of sanitary sewer pipe. Also inspect manhole inverts and frame and grates for mud work. **This inspection must be completed prior to paving.**
5. Lift Stations – inspect all manholes for proper rim elevation to finished asphalt grade. Check interior of manhole for any possible damage created during paving operations.
6. All final paper work for the turn over of utilities to the Town of Davie must be completed before project can be finalized.

PAVING & GRADING:

1. Subgrade – stringline subgrade of entire roadway and check for proper grading around structures. Check for LBR and density results prior to limerock installation.
2. Curb pads – inspect curb pads for bonding and compaction of base material. Check to ensure densities comply with the approved plans.
3. Curbs – inspect curb forms or stringlines forms to insure proper depth of type “D” or “F” curbing. For extruded curbing inspection needed during installation.
4. Limerock – inspect limerock for proper bonding and compaction. Rock as-builts must be submitted for approval of the plan template specification prior to paving. The acceptable tolerance for rock as-builts is +/- 0.04 from proposed finished grade elevation. Rock densities also need to be submitted prior to paving.
5. Sidewalks – inspect subgrade for grading and compaction. Check LBRs and densities if required. Inspect forms for proper depth and required steel (usually wire mesh).

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6. Final paving and grading – inspect pavement installation, pavement marking, signage, wheel stop installation, handicap requirements, retention areas, perimeter berms and drainage aprons.

SWALES:

Inspect residential and commercial properties for compliance with Town of Davie Specification. This will include lake bank slopes, lot grading swale depth, sidewalk inspection, utility specifications, removal of building debris and parking and signage requirements.

NPDES: National Pollutant Discharge Elimination System

1. Site Plan (on site) Log Book
2. Daily Inspection (on site) Log Book
3. Weekly Inspection turned into Town of Davie every Friday at 2pm.
4. Controls
 - a. Retention Ponds
 - b. Temporary Sediment Basins
 - c. Entrance/Exit Controls
 - d. Site fences
 - e. Turbidity Barrier
 - f. Etc
5. Good Housekeeping in number 1 priority
6. Whenever a site is not in compliance with NPDES, a violation with a fine will not be paid until the site has had a mandatory reinspection evaluation to determine if the site has been brought back into compliance with NPDES standards. Then and only then will on site inspections be resumed.

C.O'S

Must have all the items on the Town of Davie checklist of Documents.
Required prior to First Issuance of CO'S.

ENGINEERING PRE-CON CHECKLIST

TOWN OF DAVIE ENGINEERING DIVISION CHECKLIST OF DOCUMENTS REQUIRED PRIOR TO THE COMPLETION OF A PROJECT

THE FOLLOWING IS A LIST OF DOCUMENTS WHICH WILL BE REQUIRED PRIOR TO THE FINAL APPROVAL OF A PAVING, GRADING, DRAINAGE, WATER/WASTEWATER PROJECT FOR THE PURPOSES OF ISSUANCE OF A CERTIFICATE OF OCCUPANCY AND/OR THE INSTALLATION OF WATER METERS:

- ___1. (a) Approval of Final Inspections .
(b) Photometric "As Builts"
- ___2. (a) Payment of any amounts due to Engineering Division.
(b) Payment of any amounts due to Utilities Department.
- ___3. Broward County Health Department letter of clearance for operation of new water system. (New Water Mains)
- ___4. Broward County Department of Planning and Environmental Protection letter of clearance for operation of new sewer system. (New Sewer Mains)
- ___5. (a) Two Reproducible Mylar As-Builts drawings for drainage, water and/or sewer system.
(b) Two sets of blueline As-Builts Prints, signed and sealed by surveyor/engineer. New Water Sewer Mains and drainage.
(c) One CD, latest released auto cad, containing all As-Builts Information.
- ___6 Letter of Certification from Engineer of Record attesting to his/her inspection and certification that all work was accomplished in substantial compliance with plans and specifications.
- ___7 Lift Station Manual(s) as applicable
- ___8 Bill of Sale Absolute (Executed by property owner), transferring all water, and /or sewer improvements within public rights-of-way and/or easements, to the Town of Davie. Submit with DR-219 Florida Department of Revenue form.
- ___9 (a) Recorded easement dedication forms including all easement legal descriptions and sketch of easements. Sketch of easement must not be larger than 8 ½" X 14" in size. Due to recording requirements, the front page of the easement is required to have at least a 3" top margin and all subsequent pages and supporting documents are required to have at least a 2" top margin.
(b) Attorney's Opinion of Title (must not be older than 30 days upon receipt by the Town)
(c) Mortgagee's Joinder where applicable. Note: Due to recording requirements, the mortgagee's joinder is required to have at least a 2" top margin.
- ___10 (a) Affidavit from Developer indicating all water and/or sewer improvements have been paid full.
(b) Release of Lien from the developer to the Town of Davie.
- ___11 General Release on behalf of Town of Davie for any liability due because of the original installation of the development's water and/or sewer improvements and acknowledgment of commencement of one-year warranty period. (Water and/or Sewer)

PLEASE CONTACT TOWN OF DAVIE ENGINEERING DIVISION AT 954-797-1113 SHOULD YOU HAVE ANY QUESTIONS REGARDING THE ABOVE ITEMS.