



**Planning Department**  
700 W US Highway 67  
Venus, Texas 76084  
972-366-3348 extension 206  
[www.cityofvenus.org](http://www.cityofvenus.org)

## City of Venus

### Pre-Construction Meeting Agenda

Project Name:

Meeting Date:

Start Date:

Contractor Name:

City Inspector:

- 1. Introduction – Sign-in sheet & Business card exchange**
- 2. General Description of the Project**
- 3. Review the scope of the project by Engineer**
- 4. Prior to construction:**
  - a) Temporary Erosion, Sedimentation, and Water Pollution Prevention and Control – Use of temporary control measures necessary to prevent and control erosion, sedimentation, and water pollution that may degrade the Municipal Separate Storm Sewer System (MS4), adjacent properties, and/or receiving waters including rivers, streams, lakes, reservoirs, groundwater, and wetlands. Additional information regarding these and other controls can be found in NCTCOG's *integrated* Storm Water Management iSWM Program Manuals.
  - b) Prior to the start of construction, the contractor shall submit as copy of the Storm Water Pollution Prevention Plan (SWPPP) and any documentation required by the Construction general Permit.
  - c) Traffic Control - Approved and installed prior to starting construction.
  - d) Submittals/CAD files - Approved before construction can start.
  - e) Construction Staking - Cut sheets are required to be provided to the inspector prior to any excavation. The cut sheets shall be prepared under the supervision of a Registered Professional Land Surveyor (RPLS)

authorized by and in good standing with the State of Texas. Each cut sheet must be stamped.

- f) Railway Crossing- If applicable, where the work encroaches upon any right-of-way of any railway, the owner shall secure the necessary easement for the work. Where the railway tracks are to be crossed, the contractor shall observe all the regulations and instructions of the railway company as to methods of doing the work or precautions for safety of property and the public. Prior to crossing or working on Railroad right-of-way, the contractor will be required to contact the railroad company, or companies, and to execute contractor's agreements as may be required by each railroad company involved.
- g) Project Signs- These shall be furnished, constructed, and erected by the contractor as directed by the owner. Signs shall be placed in a location selected by the owner and maintained in good condition until the completion of the project. Project signs shall be removed by the contractor upon completion and acceptance of the project by the owner.
- h) Working Area- The contractor shall confine its equipment, storage of materials and construction operations to the area shown on the contract drawings or stated in the specifications, prescribed by ordinance, laws, or permits or as may be directed by the owner, and shall not unreasonably encumber the site or public right-of-way with its construction, equipment, plan, or materials.
- i) A site permit placard must be issued at the site and must be visible from the right-of-way (ROW).

**5. Construction:**

A. Construction Requirements

- a. Competent Person- On-site always.
- b. Contact Person- This person must be available 24/7.
- c. Testing Lab 24-hour  
notice is required for all testing.
- d. Weekend and Holidays- No work on Sundays or Holidays. See Saturday work request for Saturday Inspection.
- e. Trench Safety- Are site specific. The trench safety plan must be signed and sealed by the Registered professional Engineer licensed

by the state of Texas. It is the contractor responsibility to ensure what he/she submitted matches what it is on the project.

- f. Confined space- your procedure as well as your sub-contractor's procedure will need to be submitted.

**B. During Construction**

- a) Pipe- Install pipe with straps. No chains or cables are allowed.
- b) Existing Utilities – All manholes and water valves must be always accessible.
- c) Water Valves- The contractor shall not operate any of the existing water valves. (Public Works Department only).
- d) Water Shut Outs - 15 working-day process from the time the information is submitted.
- e) Revegetation - All slopes, head walls, behind wheelchair ramps, etc. will need retention blanket.
- f) Maintenance of streets and rights-of-way during construction. The contractor shall always maintain vehicular and pedestrian traffic through and adjacent to work zones. The maintenance required shall include but not be limited to the filling of potholes; blading or otherwise smoothing of the paved surfaces (particularly in a trench area); cleaning and removal of surplus excavation material, rubbish, etc.
- g) Silt fence. It shall consist of synthetic fabric supported by wire mesh and steel posts set a minimum of 1-foot depth and spaced not more than 6-feet on center. A 6-inch-wide trench is to be cut 6-inches deep at the toe of the fence to allow the fabric and wire mesh to be laid below the surface and backfilled with compacted earth or gravel.
- h) Interceptor swale. These are used to shorten the length of exposed slope by interceptor runoff and can also serve as perimeter swales preventing off-site runoff from entering the disturbed area or prevent sediment-laden runoff from leaving the construction site or disturbed area.
- i) Dust control. Sprinkling for dust control shall consist of the authorized application of water or other material approved to take

preventive measures to eliminate, reduce, or alleviate any dust nuisance in the work area.

C. Project Clean-up

The contractor shall keep the project site in a neat and orderly condition as an integral part of the contracted work. Clean up work shall be done as needed or as directed by the civil inspector as the work progresses. Clean-up shall be done daily. Clean-up work shall include, but not be limited to:

- a) Removing the trash, paper, rubbish, and debris resulting from operations.
- b) Keep streets clean of dirt and debris.
- c) Alleviating any dust nuisance in the work area.
- d) Storing excess material in appropriate and organized manner.
- e) Disposal of materials. Surplus excavation and other materials removed as a part of the construction may be deposited at a legal disposal site in accordance with all applicable federal, state, and local laws and regulations. Surplus excavation and other materials must not be deposited in areas designated as flood plain or along natural drainage ways.
- f) Restoration of property. When and where any damage or injury is done to public or private property on the part of the contractor, it shall restore or have restored at its own cost and expense such property to a condition equal (or improved) to that existing before such damage was done by repairing, rebuilding, or otherwise restoring as may directed. Replacement of previously constructed items, such as curb, gutter, sidewalks, driveways, paving, etc. shall conform to the specifications for new construction, unless directed otherwise.

D. Environmental Compliance

The contractor and its subcontractors are deemed to have made themselves familiar with and always shall comply with all applicable federal, state, or local laws, rules, regulations, ordinances, and rules of common law now in effect (including any amendment now in effect), relating to the environment, hazardous substances, or exposure to

hazardous substances. The contractor shall be responsible for identification, abatement, cleanup, control, removal, remediation, and disposal of any hazardous substance brought into or upon the site by the contractor or any subcontractor or supplier.

- a) Spill Prevention Plan: At least seventy-two (72) hours prior to commencing performance of any of the work at the project site, the contractor shall submit to the owner or review and approval a Spill Prevention and Response Plan (SPRP) meeting the requirements of federal and state law, rules, and regulations.
- b) Texas Pollutant Discharge Elimination System: The contractor is responsible for obtaining coverage under the Texas Pollutant Discharge Elimination System (TPDES) Construction General Permit from TCEQ for construction of the project under regulations contained in 40 CFR Part 122, as amended, pursuant to the Clean Water Act, 33 U.S.C. 1251 et seq. and Chapter 26 of the Texas Administrative Code.
- c) Asbestos-Related Materials: The contractor shall not install any materials in the performance of the work that contain asbestos or asbestos-related materials such as hydrated mineral silicate, including chrysolite, amosite, crocidolite, trifoliate, anthophyllite or actinolite, whether friable or non-friable.

*E. Pre-Walk*

- a) Inspector and contractor will walk the site and develop a pre-punch list. Redline between City plan set, and contractors will be reconciled. Contractor to provide redlines to design engineer.
- b) GPS – All water valves, fittings, wastewater, and stormwater drain manholes must be GPS per City standards.
- c) A final will be scheduled when all work has been completed and record drawings are approved.

*F. Final Walk Through*

- a. It takes 5 days to schedule the final to allow other departments to attend.ci
- b. Punch list- During the walk through a punch list will be generated. When the punch list items have been completed the inspector will confirm all punch list items have been completed.

6. **Close Out Packet-** Must be filled out and return to the Public Works Director.  
Upon review, the Certificate of Acceptance will be executed, and copy be delivered to the owner.
7. **Open discussion for questions and comments.**