



PRE-CONSTRUCTION CONFERENCE AGENDA

Responsibilities of the Owner/Developer

1. The following must be obtained and submitted to the Town of Monument prior to issuance of a Site Development Permit by the Town:
 - Approved Plans (stamped by the Town of Monument).
 - Town of Monument Business License (obtained through the Town Clerk).
 - Certificate of Insurance (submit to Town Clerk with business license).
 - SWMP permit (for projects larger than one acre).
 - Dust Control permit.
 - CDOT permit (if applicable).
 - Submittals: (Asphalt Mix Design, Concrete Mix. These must be submitted 2 weeks prior to any paving).
 - Shop Drawings of all pre-cast concrete manholes and inlet boxes.
 - All applicable fees paid.
 - Approval from other agencies, as applicable (Triview, Monument Sanitation, Woodmoor).
2. The permit application must be filled out in its entirety. List all subcontractors and denote on the permit which type of work they will be performing.
3. The fee schedule attached to the permit application includes a fee range depending on quantities - linear feet, square feet, or acreage. Enter the appropriate quantities for each type of work in the spaces provided on the permit application form. Town staff will verify quantities and apply the appropriate fee for each activity.
4. The property owner is responsible (generally through the contractor) for ensuring that Approved Plans (stamped by the Town of Monument) and a copy of the Site Development Permit are maintained on site. All parties involved in the construction shall refer to approved or revised approved Town stamped plans only.
5. Engineer's Certification - The Owner/Developer shall ensure that the Engineer- of-Record (EOR) for the project will, upon completion of the project, provide written certification to the Town that the project has been constructed in substantial conformance with the approved plans/revisions and the specifications. A copy of the standard language preferred by the Town is included in this package.
6. As-built drawings must be approved by the Town of Monument prior to release to PPRBD for a certificate of occupancy (C.O.). A temporary C.O. may (at the discretion of the Town) be issued if the only remaining items upon final inspection are not related to vehicular or pedestrian safety. Further clarification is provided later in this document. The Town reserves the right to withhold release or reduction of any bonds for the project until the permanent C.O. is obtained.

Responsibilities of the Contractor

1. Ensure all applicable permits are obtained and all BMP'S are installed prior to any commencement of work.
2. Additional Erosion Control. The contractor will be responsible for ensuring that all BMP'S are installed. This also includes watering to control dust, and any temporary erosion control facilities during construction of detention ponds or other storm water facilities.
3. Although the Engineering Assistant will be on-site daily, the contractor must provide 48 hours notification in advance of inspections.
4. Survey Markers. All permanent survey markers are to be maintained at all times. If a marker is lost, the contractor shall have the marker re-surveyed and placed.
5. Conflicts or errors must be brought to the immediate attention of the engineer-of-record and the Town's Engineering Assistant for review. For projects in Triview, the Triview field inspector must be notified as well.
6. Compaction tests will be required. Test results from the geotechnical engineer must be furnished to the Town of Monument on a weekly basis or as needed. Failed tests must be retaken and acceptable results presented to the Engineering Assistant prior to any paving.
7. Prepare and Update Progress Schedules. Submit a work schedule to the Engineering Assistant and update as necessary.
8. The Town will require the contractor to ensure that a daily clean-up will take place. This includes, but is not limited to:
 - Sweeping of the streets every day.
 - Maintaining BMP's in an operational status at all times.
 - Removal of construction debris as necessary to maintain a safe site. Large- sized debris may be removed more infrequently but shall not create a hazard or public health issues, or is unsightly.
9. Field Revisions: If there is a request for a revision in the field, the contractor will contact the Engineering Assistant, who will determine if the revision requires a modification to the approved plans and review and approval by the Town, or a minor change that can be noted on the as builds. If revised plans are required, no work will be permitted on the revision until a set of approved plans stamped by the Town are on site.
10. Construction Trailer. The contractor will be responsible for applying for a Temporary Use Permit if they will be providing and/or using a construction trailer on site.
11. Hours of operation for construction projects are restricted to the following hours:
Monday through Friday from the hours of 7 am to 7 pm
Saturday from the hours of 8 am to 6 pm,
No work is permitted on Sunday and National Holidays

Responsibilities of the Town of Monument

1. The Engineering Assistant will be on-site every day, and for scheduled inspections, which include:
 - Erosion Control installation & maintenance.
 - Grading.
 - Water, Sewer & Storm Water installations - mains & service lines (if applicable).
 - Fire lines – only up to the building.
 - Retaining Walls.
 - Curb & Gutter (forming, placing, and checking grade).
 - Sidewalk and Wheelchair Ramps (forming and placing).
 - Pavement, including sub-grade preparation, asphalt, concrete, rebar, and all joint patterns.
 - Road cuts and patching.
 - The Engineering Assistant must be contacted to observe all pressure, vacuum, and proof-rolling tests.
 - The Engineering Assistant will contact the appropriate entity regarding scheduling of BacT's and provide contact information to the contractor.
 - Exterior architecture of commercial buildings, including dumpster enclosures, walls, elevations and other site features.
 - Landscaping, Lighting, Irrigation.

Final Inspection

1. Includes the following:
 - Exterior Architecture – conformance to approved plans in all aspects.
 - Dumpster enclosure.
 - Railings, if applicable.
 - Retaining walls, if applicable.
 - Traffic signage and striping.
 - Handicapped parking signage and markings.
 - Site lighting – Verification of lighting requirements as compared to *Section 17.48.100* in the Town's Code. A letter from the lighting engineer stating that the site lighting meets the approved Photometric Plan must be submitted.
 - Landscaping – Comparison of plant quantities etc., with the approved Landscaping plans.
 - Irrigation placement and operation.
 - Pavement (Asphalt & Concrete) - any irregularities or visible distress.
 - Specialty pavement - Colored, stamped, textured, etc.
 - All other items pertaining to the approved site plans.

Temporary Certificate of Occupancy (TCO)

1. Can be obtained only if the following criteria are met:
 - No safety-related items are remaining on site (i.e., anything hazardous to the general public).
 - All drainage features are installed and in working condition.
 - All landscaping and any minor punch-list items must be installed no later than 30 days after issuance of a TCO. (During the winter, landscaping may be postponed for a longer period of time).
 - Letter from applicable consultant(s) with cost estimates of remaining items must be provided.
 - Provide statement from Owner/Developer that all remaining items will be complete within 30 days.
 - Water meter is installed, and applicable fees are paid.

Permanent Certificate of Occupancy

1. Can be obtained if the following criteria are met:

- Final Inspection is approved by the Engineering Assistant upon completion of punch-list items.
- As-Builts are approved.
- Certification letter from engineer-of-record is on file.
- A two year warranty bond has been received for all public improvements.
- A one year warranty bond has been received for all public & private landscape improvements.

As-Built Drawing Requirements

The Contractor shall keep at the construction site, at all times, a complete set of full-size hardcopy plans, stamped and approved by the Town of Monument. During construction, these prints should be used to mark up any changes deviating from the approved plans. The color red shall be used to indicate all additions. The drawings shall show, at a minimum, the following information:

1. All elevations are to be verified using the plan datum. Verified by an independent and certified surveyor.
2. All horizontal locations of water valves, curb stop boxes, and sanitary sewer cleanouts, located with coordinates.
3. Locations and dimensions of any changes that deviate from the approved plans.
4. Actual grade elevations and alignment of roads, structures, and utilities, if any changes were made from the approved plans.
5. Actual locations and elevations of all utilities if deviated from the approved plans, any horizontal deviation of more than 1 foot, and any vertical deviation of more than 0.5 foot.
6. Actual horizontal lengths of hydrant run, hydrant locations by stationing, and bury depth elevation of the hydrant shoes – this is the vertical length of the hydrant.
7. Actual rim & invert elevations of sanitary & storm sewer manholes, located with coordinates.
8. Actual location of each manhole, located with coordinates.
9. Actual flowline elevations of curb, gutter, and pavement (adequate number of shots to represent the direction of flow and runoff). Actual horizontal location of water valve boxes, curb stop boxes, bends, and taps.
10. Changes in details of the design or additional info. for any changes from the approved plans.
11. One set of As-Built drawings shall be submitted to the Town Engineering Assistant for review and comments well in advance of request for a certificate of occupancy. In the event there are errors, the drawings will be returned to the contractor for corrections. All modifications from the approved plans shall be marked accurately to show such changes (i.e. revision clouds, bold type, cross-sections, enlarged views, etc.). Once the drawings are correct, then one electronic copy and one hard copy shall be submitted to the Town for our records.

(Date)

Thomas Martinez
Engineering Assistant
Town of Monument
645 Beacon Lite Road
Monument, CO 80132

Re: Certification of Substantial Conformance – (Project)

Dear Mr. Martinez:

I hereby certify that I am a licensed engineer in the State of Colorado. To the best of my knowledge, information, and belief, the site improvements and infrastructure at (project) in Monument, Colorado were constructed in general conformance to the Site Construction Drawings issued by (Company) and approved by the Town of Monument on (date). In my professional opinion, this project is in compliance with all applicable laws, codes, and ordinances. This includes the (improvements) as shown on the approved plans (Sheets _____ through _____ inclusive).

(Company) bases this opinion on site visits and visual observations of the site improvements, as well as information provided by the owner and contractor. Please feel free to contact me with any questions.

Respectfully,

(Engineer-of-Record) PE# _____
For (Company)