Pre-Construction Meeting Checklist

Project Name:_____ Project Number:_____

1. If you would like to be included in project-related emails, please provide your name and email address along with a business card to the TWA Development Project Manager (DPM). The Engineer of Record and Owner will automatically be included in all project-related emails.
2. Any dewatering operation associated with the project shall comply with the requirements of the appropriate regulatory agencies. Permits or exemptions must be obtained from the South Florida Water Management District and the Florida Department of Environmental Protection. Additionally, where private property will be involved, advance permission shall be obtained by the contractor, in writing. Permission shall be obtained prior to discharging into storm drains. Discharging into sanitary sewer systems shall not be permitted without prior approval by TWA.
3. The owner/contractor will be responsible for acquiring all right-of-way permits from Osceola, Lake, Orange, and Polk Counties, the City of Kissimmee, or the Florida Department of Transportation prior to starting construction.
4. Prior to starting construction on the project, TWA must have:
    a. An executed copy of the Developer's Service Agreement/Sub-metering/Private LS License
    b. Accepted plans, a copy of which must be on site at all times
    c. FDEP water and sewer permit(s) or letter(s) of determination
    d. Engineer of Record and TWA approved shop drawings
    e. A copy of the contractor's Florida Underground Utility License or self –performing GC License
    f. Notification to the inspector a minimum of 72 hours prior to beginning construction
    g. Line locates through Sunshine State One Call of Florida – 811
    h. Pre-existing site condition meeting with inspector
5. TWA Inspector's working hours are Monday thru Friday, 7:00 am to 3:30 pm. If overtime or holiday work is required, a request must be made in writing to the Senior Inspector a minimum of 72 hours in advance through the inspector.
6. A TWA inspector must be present for any and all types of connections to the TWA system. This includes, but is not limited to, manhole core drills, wet taps, cut-ins, etc.
7. If existing utilities will be impacted by work associated with this project, an inspection must be scheduled with TWA prior to any work commencing to document the condition of all existing utilities. If this inspection does not occur, all utilities impacted by work will be expected to meet current TWA standards prior to TWA project acceptance regardless of pre-existing conditions.
8. If any changes are required due to field conditions, a revision must be submitted in writing through the engineer of record to TWA for review and approval prior to any work continuing.
9. If any existing water, sewer, or reuse infrastructure is compromised during construction, the contractor shall contact the TWA inspector, Development Project Manager or the TWA Emergency line at (407) 944-5000 immediately to obtain direction on how to proceed with repairs or replacements. No repairs to existing facilities shall take place without the knowledge and direction of TWA personnel. Existing valves may be turned at TWA's direction.
10. Inspectors will witness all required tests including, but not limited to:
    a. Gravity sewer low air & televising
    b. Sanitary sewer manhole inspection
    c. Hydrostatic tests on pressure main(s)
    d. Disinfection of potable water main(s)
    e. Bacteriological Tests (BT's) on potable and reuse mains
    f. Pigging of lines
    g. Lift station wet well spark testing
    h. Industrial waste (must be completed prior to backfilling)

11. BT tests expire within 60 days of being taken. FDEP Clearance applications must be turned into TWA within 50 days of the date of the first test in order to make it to FDEP prior to the samples expiring.
12. The TWA inspector shall witness all BT sampling. If confirmation is required due to failed samples, a re-test must be scheduled with the inspector. If the Engineer of Record is required to witness samples as a condition of the FDEP Permit, it will be the responsibility of the contactor to contact the Engineer of Record and coordinate an appropriate date and time for sample collection.
13. After all testing is complete a pre-final inspection will be required. Contact your TWA inspector a minimum of 72 hours prior to schedule this inspection. For a pre-final inspection, all paving including first lift of asphalt and curbing must be in. Meter boxes must be set to final grade and fenced off for protection using silt fence. If final grade is not evident or appurtenances are not set to final grade, the inspector may fail the inspection at their discretion.
    a. Pre-final and final inspection is not quality control for the close-out crew. If the site is not ready, pre-final or final will be failed and must be corrected, fees paid and rescheduled.
14. Prior to scheduling the final inspection, the pre-final punch list must be completed and a hard copy of record drawings must be provided to the Development Project Manager. The inspector must verify that the pre-final punch list is complete.
    a. Please remember the site will have 2 "Final" inspections. In addition to the site or utility final mentioned above, each building will have its own "Building" final. All building final inspections must be requested via email at twaci@tohowater.com You must include the full address without abbreviation and the full permit number along with type of request.
    b. REMINDER – All trees must have a minimum 5' horizontal separation between the root ball and TWA owned infrastructure. No permanent structures (including walls and other hardscape) can be placed within TWA easements. Walls crossing TWA infrastructure must be sleeved for 10' on either side and footers must be placed with maximum spacing away from infrastructure.
15. Any back flow preventers must be tested and inspected. A copy of the certified tester's report must be submitted to TWA. A weather-proof tag must be visible at the pre-final inspection.
16. If an FDEP water clearance is required, the BT sample points are provided on the permit or they are chosen by the project engineer.
17. FDEP water clearance is required prior to removing the metered temporary jumper connection(s). Simply having passing BT's is not sufficient. The TWA inspector must witness removal of jumper and surveyor must shoot abandoned jumper connections.
18. Lift station, automatic flushing device, and temporary jumper connection meters are the only meters that will be available prior to FDEP sewer clearance. If a FDEP water permit was issued, FDEP water clearance or appropriate partial water clearance is required prior to release of these water meters.
19. Gravity sewer slopes must be built as designed. Normal construction tolerances of ±10% are acceptable. Slopes found to be outside of these limits shall be re-laid at the expense of the developer or contractor.
20. TWA strongly urges the contractor to perform a gravity sewer slope survey <u>prior to laying pavement</u>.
21. Have TWA copied on all water, sewer, and reuse density tests.
22. Densities must be signed and sealed by an engineer (passing is 98% under pavement or 95% in grassed areas). TWA will require a quality controlled hard copy of the final density package from the geotech firm. Packages should be submitted to this office, not given to the inspector.
23. Provide an overall utility plan with mapped out density locations from the geotech firm indicating the location of all water, sewer, and reuse density test.
24. The site contractor will be required to furnish and install meter boxes as per the approved construction plans after the BT samples have been taken from the waterlines. TWA shall inspect the water service and meter box installation for compliance with TWA standards and specifications as part of the overall utility site infrastructure construction inspection process. The site contractor shall be responsible for protecting the meter boxes until the project has been accepted by TWA. After project acceptance the responsibility for protecting the meter boxes will pass on to the developer/builder.

25. Water meters (2” and smaller) will be set within 10 business days of accepted payment. This time should be accounted for in the construction schedule. TWA Engineer Department has no control over meter set times. Failure to plan shall not allow your project to be moved ahead of others who follow protocol.
26. Prior to payment for meters, a billing account must be created with TWA using the attached form which is available online.
27. All meters larger than 2” must be ordered and assembled by TWA. TWA must receive payment prior to ordering meter parts. Allow a minimum of 6 weeks after payment for meter parts to be ordered, assembled and ready for pick up.
28. All meters larger than 2” will be ready for pick up by the contractor upon completion of assembly. Meters will be provided chained and locked in the closed position. Only TWA personnel may unlock the meter. Contact your TWA inspector after receipt of both FDEP water and sewer clearances (when applicable) to have the meter unlocked. If the chains or lock are cut or removed by anyone other than TWA personnel, the contractor will be charged for an illegal water connection and the cost of a new chain and lock.
29. Any changes to phasing plans must be submitted and approved by TWA at this meeting. Now is the time to discuss a phasing plan. Provide two full size plan sheets showing the proposed phasing plans to this office for review. Submittal of a phasing plan does not guarantee approval. Any proposed phasing plan should be discussed at this meeting.
30. All residential projects must be Florida Water Star (FWS) compliant. Please contact TWA’s Water Conservation Coordinator, Rodney Tilley rtilley@tohowater.com or 407.944.5121 at your earliest convenience to ensure all proper paperwork is submitted and the project will meet TWA’s Florida Water Star Requirements. TWA Construction Inspectors will perform FWS inspections at each property’s final inspection. If proper paperwork has not been approved by TWA’s Water Conservation Coordinator then the inspection cannot occur and will fail. This will result in a failed inspection, re-inspection fee and hold on the property’s CO.
31. All easements must be submitted to TWA and reviewed prior to being recorded with the County by the developer. It is the developer’s responsibility to have the approved easement(s) recorded. NEW REQUIREMENT – Easement language must state that no permanent structures shall be placed in easements provided to TWA.
32. Submit a signed and sealed certified cost of construction to TWA. Certified cost must be broken down by TWA owned and private infrastructure to include unit costs for all piping and appurtenances. The engineer must provide the amount for the inspection fee and the maintenance bond (if required) on the certified cost of construction.
33. The inspection fee, all outstanding system development charges, and any other outstanding fees including but not limited to; failed inspections, failed meter sets, etc., must be paid prior to the release of certificates of occupancy.
34. A one-year maintenance bond in the amount of 10% of the certified cost of construction is required for TWA owned projects. Irrevocable letters of credit approved by the TWA Finance department and cash bonds are also acceptable.
35. Subdivisions will require an 11x17 plat survey showing the layout and a list of addresses with corresponding lot numbers prior to requesting water meters to be provided to the cashier and senior inspector.
    a. TWA will release 80% of buildings for the project once all items on the checklist are complete except GIS approval of the record drawings and submittal of the maintenance bond. However, TWA will not accept, own or maintain utilities until the project is fully accepted.

36. For projects that have a lift station that TWA will take over, it is the developer's responsibility to purchase the telemetry system ($8,700) and 2" water meter ($1,000) prior to the lift station start-up. A lift station start-up cannot occur until the telemetry system has been installed and programmed by TWA and the meter has been set. Contact TWA SCADA personnel John Craven jcraven@tohowater.com and Allan Humphrey ahumphrey@tohowater.com a minimum of 30 business days in advance of the lift station start-up to schedule the installation and programming of the telemetry. Payment for the water meter along with the address of the station and billing information must be submitted to TWA Customer Service a minimum of 15 business days prior to lift station start-up. Questions on meters or payment of fees should be directed to Cesar Munoz at cashiers@tohowater.com
37. Record Drawings must adhere to Sections 11.6 & 30 of TWA's Standards and Specifications. The attached Record Drawing Checklist must be reviewed and completed prior to submitting to TWA. Record drawings submitted to the inspector are not required to be signed and sealed.
38. The as-built and/or record drawings submitted with FDEP water or sewer clearance applications will not be reviewed by TWA as the final record drawings that are required for project acceptance.
39. Telcare surveys will contact the owner's representative, EOR and underground utility contractor after the project is completed to receive feedback on how your project went. The surveys have new questions and will take about 5 – 10 minutes to complete. We appreciate your feedback. If you want to provide feedback at any time, please do not wait to until the end of the project. You can provide feedback to Ray Biron at rbiron@tohowater.com

All closeout items must be provided with sufficient time for review by this department. If you have any questions, please feel free to contact your Development Project Manager.