

Pre-Construction Meeting – AGENDA

1. **Right Of Way** Excavation Permits must be active and on site.
2. Construction plans for all projects are needed.
3. New permit(s) are needed if/when you are adding to an existing project after it has been closed out.
4. **Extending Permits:** 'Please use Transportation's website to request an extension to you permit. <https://www.austintexas.gov/rowman/> . There is a form that needs to be filled out and submitted. This is to help streamline the extension process by eliminating emails, voicemails, and phone calls. As of February 1st 2018, permit analysts will only be looking at extensions requested through the form.'
5. Projects that are over 300 feet must have plans that are signed and sealed by the Engineer.
6. When requesting a Pre-Construction via email, please provide the following information: *date and time*, *location* (street address), and *permit number* (excavation) along with the contact information.
7. Traffic Control needs to be in place prior to any work starting on any project, including sidewalk close signs if the sidewalks are going to be closed.
8. During construction, no items or materials may be placed or stored on the sidewalk or protrude into the sidewalk walking area, **if** the sidewalk is not closed with sidewalk close signs.
9. No work in school zone during Drop off and Pick up: Hours may vary by school.
10. 5 foot T-post can be used with 4 foot, protruding out of ground without safety caps and all open holes shall be covered to prevent injury to others.
11. Backfill 85% compaction in City of Austin easements. Please have proper equipment to backfill open trench or hole.
12. Backfill 95% compaction in City of Austin Right-of-Way. Please have proper equipment to backfill open trench or hole.
13. You can use Flow-able Concrete Mix or 4-F Concrete Mix for backfilling in all Right-of-Way.
14. 4 to 6 inches of clean top soil in Right-of-Way for grass growth, around boxes and trench backfill.
15. Notify dispatch 1 hour prior to inspection request. Excavation permit must be in hand when requesting.
Office #: (512) 974-7161
16. Weekend Inspections: Please call **Michael Jones** and notify your Inspector prior to the weekend to request for an inspection. If you do not notify us prior to the weekend, no inspections will be allowed.
Office #: (512) 974-3523 Cell #: (512) 797-2966

17. City Inspectors must be notified for inspection calls. Please work closely with your Inspector for your inspection needs.
18. **Be aware of the Bad Weather**, NO INSPECTION in rain or bad weather.
19. All core or square-hole cuts in street Right-of-Way should be between 6 to 8 inches. All open holes shall be covered with ¼ inch steel plates; no larger than 24" X 24". Open holes shall not be exposed if ¼ inch steel plate moves or shifts under any condition.
20. If you have an open cut in the street overnight, you shall use 1 inch steel plates and must be recessed flush with the street for a smooth riding surface. Steel plates shall be welded together if you are using more than one steel plate, unless other arrangements are made and agreed to by Inspector.
21. If you have an open cut in the sidewalk, 1 inch steel plates shall be used with ramped up edges using asphalt of cold mix for a smooth walking surface.
22. If you have an open cut in the sidewalk, road base can be used for backfill at 95% compaction with 2 inch cold mix for temporary smooth riding and walking surface in the Right-of-Way. For an open cut in the street, flow-able fill can be used at 100% compaction.
23. All equipment on the street needs to be protected with barricades to prevent pedestrian and vehicle accidents.
24. When parking on the street, please park on one side of the street in order to allow other vehicle traffic to pass safely.
25. No unattached trailer parked on the street or Right-of-Way outside your work zone area.
26. Must have One Call markings on street (water, wastewater, gas, electric, communication, etc.) before pre-construction can start.
27. **NO BOXES** on proposed nor in existing ADA Ramp and Landing Areas.
28. Please be aware of **Cold and Hot Weather** conditions, **Concrete and Asphalt** placement.
29. Please give proper notice of construction work to Property Owners and Home Owner's Association of work in the area that will be performed.
30. Austin Water (AW): Pre-Con General Notes will be presented by AW Project Coordinator. *(see attached)*

Notice given to Contractor:

Print Name

Signature

Date

For questions and/or concerns please contact your Inspector.