



Date:		Time:		Location:	Public Works / Teams
Project Name:		Project Manager (Developer):		- PM - Developer	
Engineering Inspector:		Contractor:		GC - Sitework Sub-	

*Please note that Microsoft Teams Meetings will be recorded and available to all for review.

A. Overview of the Pre-sitework meeting

a. Purpose of the Pre-sitework Meeting

- i. City Staff shall provide construction compliance expectations and procedures.
- ii. City Staff, external agencies of jurisdiction, developer, project managers, contractors, engineers, and surveyors exchange relevant contact information.
- iii. Contractors and Developers discuss details of project coordination with City and other agencies having jurisdiction (AHJ).
- iv. One point of contact (Project Manager) shall be chosen as liaison with City staff and external agencies to resolve all construction compliance issues.
- v. One point of contact shall be chosen on site (General Contractor PM/Supervisor/Superintendent) to immediately resolve emergency issues/complaints in the field with City Engineering and Utilities Inspectors.
- vi. City to resolve outstanding requirements due prior to pre-sitework meeting, AHJ permits, fees, Utility Agreement draft, or Developer Agreement draft.
- vii. Contractors and Developers to resolve any concerns/questions with the City prior to construction.

b. Introductions and Contact Information

- i. City Staff
- ii. Responsible Parties
(* Single Point of Contact-PM for Project; **24-hour Point of -Contact-Superintendent/PM on site)
- iii. Required on site daily or, at least weekly and after every storm event exceeding 0.5 in. even if it occurs on a weekend.
 - 1. NPDES Certified Monitor

c. Description of Project (by PM/EOR as applicable)

- i. Name and type of Project
- ii. Brief description of proposed work.

B. Submittals due before and during Construction

a. Copy of all notices/agreements/contracts/performance bonds

- i. Any applicable documents or draft/executed agreements with City Departments and other County, State, or Federal agencies for the construction of all proposed public improvements such as roadways, water, sanitary sewer and drainage improvements must be submitted prior Pre-sitework Meeting. Items that may be applicable are as listed:
 - 1. Utilities Agreement-Terms Agreed
 - 2. Demolition Bonds (RECVD or NOT RECVD/DATE TO BE SUBMITTED)
 - 3. Water Management District Permit Notice of Commencement NOT RECVD. Copy DOWNLOADED FROM SJRWMD WEBSITE
 - 4. Notice of Intent – NPDES Construction and/or Dewatering Permit
 - 5. Utility location in the right-of-way (Sunshine 811- State One Call)
 - 6. Right-of-way or easement use, or dedication, and Driveway permits and /or Vacate of Easement, to be issued
 - 7. Signed and sealed MOT Plan submitted 7 days in advance of ROW work commencement FDOT index 102-602 Standard Plans 2021-22 unless the city Public Works inspector confirms 10 feet of clear zone FDOT Index 102-612 PRELIMINARY RECVD ONLY

REMINDER:

- The pre-sitework meeting may not be scheduled until all outstanding agreements are executed and recorded and final approved plans are distributed.
- Performance bonds for incomplete construction shall not be released until the City Engineer signs off on the signed and sealed As-built certification, survey, and bonded improvement accepted as complete by the Department.

b. Permits and Inspections

- i. External AHJ Permits - All external permits shall be obtained, and a copy provided to PWDevelopmentreviewteam@pbfl.org prior to construction and posted. List of permits and status:
 - 1. FDEP-NPDES
 - 2. MTWCD
 - 3. SJRWMD ERP / Sovereign Submerged Lands/10-2
 - 4. Agency of jurisdiction ROW (Brevard County/ FDOT)
 - 5. Agency of jurisdiction Driveway (Brevard County/FDOT)
 - 6. FFWC-All sites that have been previously un-developed/un-disturbed.
 - 7. Neighboring Jurisdictions (as applicable)
 - 8. Federal Environmental Agencies of jurisdiction (as applicable) USACE, USFWS, EPA, OSHA.
 - 9. OTHER

REMINDER:

- The Pre-sitework meeting shall not be scheduled until all AHJ outstanding permits /agreements have been received and are in compliance.

c. On site Inspections and Fees

- i. Signed, sealed, and dated development estimate from EOR approved by Public Works.
- ii. Engineering Inspection fees are based on approved cost estimate for all paving, drainage, asphalt, concrete, base/subbase and associated activities, including NPDES related installations, MOT plan and products. Fees shall be paid at or prior to Pre-sitework Meeting.
- iii. After meeting- silt fence and construction entrance inspections may be requested directly with the assigned Inspector.
- iv. Please allow 72 business hours after notification for completion of the inspection.

REMINDER:

- The pre-sitework meeting shall not be scheduled until the engineering inspection fees, R/W and driveway fees have been paid in full.
- The building permit, CC, and/or CO shall not be issued until traffic impact fees are paid in full.

d. ROW/Driveway Permits, Procedures and Fees

- i. R/W and Driveway Permit Fees shall be paid before meeting.
- ii. Engineering Inspection Fees for the R/W shall be paid prior to scheduling the pre-sitework meeting.
- iii. ROW Permit Inspections
 1. At least 72 hours-notice of any road closure /lane closure
 2. At least 72 hours inspection notification prior to any work in the City right-of-way. Certified MOT inspector to be available for all R/W work
 3. Request for inspection can be made by emailing PWDevelopmentReviewTeam@palmbayflorida.org or coordinating directly with your assigned Engineering Inspector.
 4. An electronic R/W and/or commercial driveway permit will be issued at or immediately following the pre-sitework meeting.
 5. Upon completion of the project, please sign and date the Restoration and Completion section of the ROW Permit and submit to the Public Works Department through IMS Permits and Inspections Portal.
 6. Maintenance bonds shall be executed by developer at the time of acceptance of improvements in the right-of-way, the amount shall be 25% of the signed, sealed, and approved estimate, or actual cost of improvements and shall extend 2 yrs. from the date of City acceptance of improvements. The original sealed bond shall be provided to the PW Department. The bond shall be called if there are deficiencies or improvements have deteriorated significantly before the end of the Bond period.

- e. Shop Submittals R/W, including Asphalt, Sub Base, Base, Signage and Striping, Pipes/ Structures**
 - i. Shop submittals shall meet City specifications (per R/W Manual and Public Works Manual), are to be approved by the EOR and submitted to the City for acceptance, stored on site for inspection, and submitted to the Public Works Project Manager at project Certification.
 - ii. All contractor revisions to shop drawings shall be noted on the drawing and approved by the EOR and City.
 - iii. Please provide contact information for the manufacturer including the following:
 - 1. Company Name
 - 2. Company Contact
 - 3. Address
 - 4. Phone
 - 5. Email address

- f. Shop Submittals On site**
 - i. Shop submittals shall meet City specifications (per R/W Manual and Public Works Manual)
 - ii. Approved by the EOR with a cover page listing the review items shall be submitted to the City for record keeping, stored on site for inspection and submitted to the Public Works Project Manager at project Certification.
 - iii. All contractor revisions to shop drawings shall be noted on the drawing and forwarded by the EOR to the City for record keeping.
 - iv. Please provide contact information for the manufacturer including the following:
 - 1. Company Name
 - 2. Company Contact
 - 3. Address
 - 4. Phone

C. ROW Construction Requirements

- a. City ROW**
 - i. R/W and/or Driveway Permit(s) issued at / immediately following the pre-sitework meeting.
 - ii. All work location and materials shall conform to the City of Palm Bay ROW Procedures and Requirements Manual (most recent edition).
 - iii. Owner and Contractor are directly responsible for work zone traffic, MOT plan, control devices, workers, materials, equipment and safety. (Responsible persons in-charge are required to have Traffic Safety Maintenance Certification as required by the Florida Department of Transportation and are required on site during MOT implementation)
 - iv. Any disturbed areas must be returned to original grade and meet compaction requirements per City of Palm Bay Ordinances (Ch 179)and Public Works Procedures Manual (most recent edition).

- v. Damages to any City Road or other City improvement within Rights-of-Way or Easements shall be restored to City Standards or better and accepted by the Director of Public Works or Designee or compensation shall be given to the City of Palm Bay determined by the Director of Public Works or Designee to be necessary to restore the damaged area to its condition prior to the damage.
- vi. Excavation shall not be permitted within 5 feet of the edge of pavement without shoring by OSHA standards.
- vii. City MOT Requirements, per the City ROW Procedures Manual
 - a. If the work zone is greater than 10 feet from the edge of pavement lane closure MOT and City Notification will not be required. Truck flashers will be used.
 - b. If the work zone is 10 feet or closer to the edge of pavement refer to the FDOT "Roadway and Traffic Design Standards" Index 600 (most current edition).
 - c. Contractor must submit site specific signed and sealed MOT plans a minimum of one week in advance of proposed construction and obtain approval by the City before submitting the MOT notification form 6.02-2 at least 72 business hours in advance of work starting for public agency notification.
- viii. Location of proposed utilities in the right-of-way, or based on existing utility location (location, potholing, Sunshine 811, coordination with utilities required prior to pre-sitework meeting).
- ix. Haul routes, destinations, anticipated duration, lane, road or sidewalk closures and requirements to provide public notification as necessary. All R/W lane or sidewalk closures are restricted to the times and durations set by Public Works.

b. Other Jurisdictional ROW

- i. Please refer to the applicable ROW permit for requirements (i.e. MOT, Safety).
- ii. City must be notified no less than 2 business days before construction commencement in any R/W.
- iii. PW Director shall approve road closures and notification shall be provided no less than 3 business days before commencing work in R/W.
- iv. City Manager shall approve all lane or roads closures from 3 pm to 9 am.
- v. Maintenance of existing drainage rights-of-way as applicable.
- vi. Commercial Driveway Inspections:
 - 1. One inspection of driveway once culvert pipe and forms are installed.
 - 2. One inspection after concrete is poured and cut and final surfacing is completed.
- vii. Request for inspections should allow 48 business hours for notice and can be made by emailing PWDevelopmentReviewTeam@palmbayflorida.org and coordinating directly with your assigned Engineering Inspector.

D. Schedules, Notices and Work Plans

a. Project Construction Schedule

- i. Provide monthly sequence of work to the Public Works PM and the City Inspector. The site work permit issuance is contingent upon receipt of the schedule.

b. Public ROW Notice

- i. Special notification is required for any work proposed in the public ROW with the following information:
 - 1. Type of work
 - 2. Location of work
 - 3. Time performing work (work that causes lane closures must be performed during non-peak hours at the location)
 - 4. Maintenance of Traffic

c. Weekend/Holiday Work Schedules

- i. Saturday work requires special notification to the Public Works PM no later than the preceding Wednesday.
- ii. Sunday and Holiday Work requires approval by Building Official no later than the preceding Wednesday.

<u>EVENT</u>	<u>DATE/TIME</u>
<u>Memorial Day</u>	<u>05/29/2023</u>
<u>Independence Day</u>	<u>07/04/2023</u>
<u>Labor Day</u>	<u>09/04/2023</u>
<u>Veterans Day</u>	<u>11/10/2023</u>
<u>Thanksgiving Day</u>	<u>11/23/2023</u>
<u>Day After Thanksgiving</u>	<u>11/24/2023</u>
<u>Christmas</u>	<u>12/25/2023</u>

d. Stormwater Pollution and Prevention Plan (SWPPP) NPDES CGP, and De-Watering Plan

- i. Contractor shall retain the services of NPDES certified inspector onsite to keep and maintain reports onsite in the permit job box and update the SWPPP as required by NPDES CGP after every revision proposed by the contractor.
- ii. The NPDES certified inspector and EOR shall approve all revisions to the SWPPP and notify City inspector.
- iii. Dewatering activities- Plan indicating the location and proposed system, i.e., length of points, size of headers, pump gpm to be used shall be submitted to the Public Works Department and MTWCD as applicable for approval prior to installation.
- iv. Dewatering proposal shall describe the points of discharge along with proposed siltation protection. No dewatering well points shall be placed within five (5) feet of the edge of pavement, except in the case of a permitted road cut.
- v. Restoration of well pointing holes and voids shall be accomplished by hydraulic backfilling with clean sand and done in conjunction with the removal of the well points.

- vi. City inspector shall be notified immediately by contractor of all revisions to approved SWPPP and dewatering and shall inspect for NPDES compliance. Public Works inspector shall be notified prior to dewatering.

REMINDERS:

- The Contractor is responsible for all routine NPDES inspections, maintenance, and repairs of erosion control devices per approved plan.
- The contractor must designate an FDEP certified employee as the “Qualified Stormwater Management Inspector”. Submit a copy of the Inspector’s certification to the city at the pre-sitework meeting.
- The Qualified Stormwater Management Inspector must store all inspection reports on site in an accessible Permit Box, on a weekly basis and after a major storm event equal to or greater than 0.5 in (even on weekends) for FDEP and City inspection.

e. Testing company and contact information

- i. Items to be tested- subbase, base, densities, asphalt testing, concrete testing and mix shall conform to City Ordinance § 179.097
- ii. Test results submitted to pwdevelopmentreviewteam@palmabayflorida.org and water and sewer testing shall be submitted to the Utilities Department.

E. Procedures for Revising Approved Plans and Authorizing Changes

- a. All work performed in the City of Palm Bay shall be in accordance with the approved site plan and assurance must be made so new projects shall not negatively impact surrounding sites and off site areas.
- b. Dewatering Plan revisions shall be submitted to NPDES Monitor and City for approval.
- c. Significant field changes to the approved plan must be reviewed approved and certified by the EOR and submitted as a Revision to Approved Plan with review fee ton the iMS permitting platform for staff review.
- d. All changes must be approved in writing by the City prior to work commencement.
- e. All changes shall be included in the final as-builts for the project.

F. Discussion of site-specific issues

- a. Activities requiring special attention and/or additional permits-wetland protection, species relocation, monitoring, etc.
- b. Public notification requirements as necessary. Notifications shall be responsibility of contractor when work may adversely affect residents in any way and/or for long durations.
- c. Discuss fill limits approved or requested as RTAPs, temporary stockpile areas approved or requested as RTAPs (height limits, E and S control, duration).
- d. Storage and disposal of construction demolition materials

G. PW Final inspection may be requested for CC/CO [through the iMS portal or emailing \[pwdevelopmentreviewteam@palmbayflorida.org\]\(mailto:pwdevelopmentreviewteam@palmbayflorida.org\)](#)

a. To request CO from the Building Division [Submit request through iMS to the Building Division](#).

Complete Submittal of the following documents, or checked 'N/A' required for PW review for CC or CO:

- i. Provide signed and sealed as-built plans including paving and grading, stormwater management system, water, and sanitary sewer systems on site and within the ROW.
- ii. Letter signed and sealed by the Engineer of Record certifying that the project is constructed per final approved plans.
- iii. Request for CC/CO signed and sealed by the Engineer of Record
- iv. All testing separated by on-site and off-site, asphalt, compaction, and concrete with specified testing location.
- v. Any shop drawings with field updates not previously submitted.
- vi. Provide any executed bonds or request performance bonds that are no longer required be returned.
- vii. Any project specific executed and recorded documents (ex – easements, developer agreements, etc)
- viii. Closed out permits from internal and external agencies.

b. Discuss the procedures for the required final development inspection.

REMINDERS:

- The Public Works Department Inspector is authorized to accept any minor field adjustments that in his estimation conform with the final plans or specifications, and is expected to call to the attention and/or to consult on any significant changes with **Natalie Shaber** for on site improvements, and/or **Fernando Camba and Hector Franco** any construction changes that do not conform to the drawings and specifications in the R/W.
- The City Inspector shall have the authority to stop work to prioritize remediation due to egregious or repeated violations of public health, safety, or environmental requirements, until the issue is satisfactorily remedied per the agency having jurisdiction and/or the appropriate City Department.
- Any violation of codes and ordinances in the process of the construction will be reported to Code Enforcement/the Building Official if not immediately remedied. A stop-work order and/or other remedy may be issued for egregious or repeated offenses per code specification. Egregious offenses impact public health and safety.

REMINDERS:

- The Contractor is responsible for complying with all external and internal permit requirements and conditions, including inspection notifications, for the duration of construction of this project.
- The Contractor is required to have copies of all permits and NPDES reports, Approved Construction Plans and SWPPP with Dewatering plan, as applicable, readily available on project site at all times.

H. Conditions for Site-Work Permit Issuance

- a. Contractors shall comply with all conditions and requirements of City and AHJ permits.
- b. Silt fence and construction entrance constructed per approved plan and approved by Public Works inspector.
- c. Discussion on clearing with respect to tree removal, relocation, and any conflicting trees along boundaries.
- d. Notify and receive approval from Growth Management prior to any tree removal not approved per final plan.
- e. The Site Work Permit shall only be issued after the inspection and approval of the silt fence, construction entrance, and tree barricades.
- f. Clearing and grubbing may only commence upon receipt of the Site Work Permit.
- g. Tree protection inspections to be requested through Growth Management
- h. Sitework Permit issued by City Planner assigned to project.
- i. Penalties for clearing/constructing prior to receipt of pre-sitework permit.
- j. Coordination of construction with City inspector and inspectable work.

I. Questions/Comments