



Town of Portola Valley Public Works and Engineering Department

Pre-Construction Meeting for Site Development

General Construction: Please feel free to interrupt anytime and ask questions

1. Work hours are 8 am-5:30 pm Monday – Friday. No work on holidays.
2. Review the “Public Works Site Development Standard Guidelines and Conditions Checklist”. No change in plans without engineer stamped submittal and Town review. Revisions will be hi-lighted and accompanied by a letter listing each change.
3. Verify (mark) Property Lines and staking for rough grade inspection
4. Tree Protection at drip line up prior to any grading. Protect trees per approved plan.
5. Damage and repair to Town facilities must be repaired immediately. Examples asphalt curbs, culverts, and trails.
6. Traffic control when required with use of flagmen and proper safety equipment per Caltrans standards.
7. Clean and clear Public Right-of-Way at all times. Street gutter should have no dirt and debris near worksite. Clean up all lunch debris.
8. No Tracking dirt or tire ruts. Clean up shall be done by contractor immediately. Town can charge for clean-up. Manage wash downs.
9. Town is small and problems become very evident. Notify your neighbors.
10. Any change of General Contractor or Engineer of record should be reported to the Town in writing.
11. Per the California State License Board work shall be performed by the appropriate California State Licensed Contractor. Proof of license will be requested by the Town inspector prior to inspection.

Erosion and Sediment Control

12. Best Management Practices for storm water pollution prevention must be used. All erosion control shall be installed prior to and after any grading. All graded areas will be stabilized. Any silt or erosion into the Town storm drain shall be immediately removed or the project shall be stopped. Contractor is responsible for all silt released from jobsite and subject to applicable fines. This includes responsibility for any silt that has entered the storm drain, public road, and creek. Does the contractor understand NPDES rules?
13. The Town will inspect and re-inspect all erosion control measures between Oct 1- April 30 as mandated by the State.
14. Erosion controls should be inspected after each heavy storm and be renewed if required.
15. Erosion control plan should be reviewed and amended if erosion is occurring between Oct 1 -April 30.
16. Dissipaters and outfalls shall have filtering mechanism (fabric) during construction.

Public Works & Engineering Inspections: (All inspections call **650-851-1700 x 216**)

17. Call for rough grade, tree protection, and erosion control inspections. Erosion control must be adequate.
18. Call for inspection for all storm and sub drainage prior to back-fill. For larger projects, inspections can be performed per section of pipe and documented on the back of the building permit. Do not ask Inspector to assist in design. All grading and drainage work shall be supervised by the appropriate California licensed contractor. Progress and final completion letters from Civil, Geotech, Surveyor prior to sign-off

Parking

19. No parking on Town trails and shoulders. Designated areas only. Any damage shall be repaired by contractor. No Loitering. Advise posting sign.
20. No transfer parking on non-designated areas / public roads, pedestrian, bike areas. Notify suppliers. Designate turn around areas for trucks and obey speed limit.

Public Right-of-Way

21. Encroachment permit for work in Town right-of-way with bond and Insurance naming Town as additional insured. This includes all driveway approach, planting, and utility work beyond the property line.
22. Call Underground Service Alert.
23. Utility connections require proof of permit and inspection by utility company as part of encroachment permit. Structures in right-of-way require Town approval. Sewer, water, gas, electric.
24. Final design and product should address all erosion/drainage problems onto public right-of-way and culverts.
25. No plantings within 4' of the road except for native grass seed
26. Survey tied to Town monuments. Do not disturb Town or County monuments and points.
27. Please take pictures prior to the start of construction so any existing damage to the Town right-of-way can be recorded, and the contractor will not be expected to make repairs to damages not caused by them. Do not interfere with Town's public facilities / right of way
28. All debris and spills from concrete trucks will be promptly cleaned.

Final Inspection

29. Final stamped sign off letters by projects Civil and Soils engineer of record indicating that project was built according to "approved plans dated:". This letter will be for all aspects of the plans and specifications. Any revisions will need to be approved by the project engineer and the Town. Owner/contractor is responsible for compliance with codes and plans. Unapproved installations shall be removed. Also, the Storm water NPDES compliance reporting form completed/signed for all detention and retention facilities. These letters shall be submitted prior to scheduling final inspection.
30. Final inspection assumes that all progress inspections were performed by the Town inspector, no final inspection will be considered if progress inspections were not performed during the life of the project. Contractor will be asked to uncover any work not documented as inspected. For larger projects, sections of drainage pipe can be noted on the back of the building permit.
31. Final inspection will consist of verifying what was built to the copy of Town approved plans. No exceptions. All unapproved installations shall be removed. The building must be habitable.
32. Worksite, right of way, easements, street, trail, creeks, culverts all left clean and in good condition. Dead wood needs to be removed.
33. As-builts (only items required) in AutoCAD format version 2011 or better. 2 copies needed.

34. No Partial finals. It is not the Towns responsibly to make a punch list. It is the contractors and owners responsibility to have the entire project completed according to the approved plans, building codes, and Town permit conditions at the time of requesting the final inspection, therefore review all required documents before calling for final. All permits for the property must be signed off prior to building final.

Please post a copy of this at the jobsite and inform your subcontractors

Site Address: _____

Contractor Co.: _____

Signature: _____ Print: _____

Date: _____

Owner Signature: _____ Print: _____

Date: _____