

Pre-Construction – General Meeting Information

Pre-Construction Date and Time:

Location: City Hall Council Conference Room located at 385 S. Goliad – Rockwall Texas

Engineering Department– Pre-Construction Meeting

I. Required Attendees:

- Design Engineer or Designated Representative.
- Paving Contractor
- Utility Contractor
- Grading Contractor
- Laboratory Control Representative – Lab performing geotechnical and concrete test's. (Testing Lab – Representative Preferred but not required).

II. Required Fees:

- A. Engineering Inspection Fee Amount. = 4% of public improvements. The preliminary cost are based on pre-construction submittal estimated amounts and will be adjusted as necessary prior to project acceptance, based on the actual as-built construction quantity and unit price totals. Please submit the established contract quantity and unit price amounts to the City of Rockwall Engineering Department. If contract amounts have not yet been established then the Design Engineer for the project shall submit a breakdown of the below noted quantities. If estimated quantity amounts are to be used then they are to have the seal and the signature of the design engineer.
- Water Lines and associated fixtures – Public improvements located with defined easements or right-of-ways of the project.
 - Sanitary Sewer lines and associated fixtures – Public improvements located within defined easements or right-of-ways locations of the project.
 - Paving – All paving in right-of-way including sidewalks, barrier free ramps, median pavers, and striping/buttoning.
 - Drainage structures/systems - Public improvements located within defined easements or right-of-way of the project including detention pond systems, flumes, walls, and fencing.
- B. Fee Memo – Fee Memo prepared by the City Engineer. The fee memo will note Water and Wastewater impact fees along with any other engineering or project fees associated with the project as determined by the City Engineer.

III. Required Documents and Permits:

- A. Provide approved civil plans to be stamped
- 7 – Half size (11"x 17") - City – (to be retained by the City for staff use).
 - 1 – Full size (24"x36") - City – (to be retained by the City for staff use).
 - Provide plan sets for contractors and other parties to be used for field distribution (*number of additional sets determined by owner reps*)
 - 1- digital copy (pdf) - City- (to be retained by the City for staff use)
 - Include the landscape and tree mitigation plans in the civil.
 - Include the final/replat in civil plan sets.
 - The City of Rockwall requires that a City stamped approved set of construction plans remain on the site at all times during the various phases of site civil construction. Provide enough additional sets of the engineered construction plans so as to provide a City set of stamped approved construction plans for the various contractors conducting site work operations at the project.
 - The City will provide the "Approved" stamp that will need to be added to each sheet of the plans (except for the plat, landscape, and tree mitigation plans) prior to printing the above construction sets. Please make sure that this is printed in "red". If this stamp isn't printed on the plans, *the developer/engineer/contractor may be required to have someone to come to the City to stamp every page of the engineering plans with the City stamp.*
- B. Notice of Intent (NOI) For Storm Water Discharges
- C. Storm Water Pollution Prevention Plan (SWP3)
- D. TCEQ General Permit 150000
- E. Administrative Policy (97-03)-City will supply a copy to be signed by the owner and engineer or their designated representative
- F. TXDOT Permits
- G. Separate Instrument Easements – Filed through the City
- H. Plat: Prior to site civil permit being issued, the final plat shall be approved by the City and signed by owner. The mylars must be submitted to the City prior to the start of site-work. Please contact Angelica Gamez, the Planning Coordinator for the City of Rockwall. Ms. Gamez can be contacted at telephone no. (972) 771-7745.

The above noted quantity amounts and required documents do not necessarily have to be submitted to the City prior to the pre-construction meeting or during the pre-construction meeting, however these items are to be addressed prior to the release of the approved construction plans and the start of any site work.

Please contact the City of Rockwall Engineering Department with any questions you may have regarding this list at telephone number (972) 771- 7746. Please schedule the pre-construction meeting with Luci Edwards with the City of Rockwall Engineering Department (972) 771-7746.