



PRE-CONSTRUCTION MEETING AGENDA  
Virtual meeting held via MS Teams

Date \_\_\_\_\_ Permit Number \_\_\_\_\_ Project Name \_\_\_\_\_

I. PROJECT INFORMATION ☐ Comal County ☐ Guadalupe County ☐ ETJ

A. Project location: \_\_\_\_\_

B. City approved plans dated: \_\_\_\_\_

- C. ☐ Yes ☐ No TxDOT permit required? ☐ Yes ☐ No TxDOT permit received?  
D. ☐ Yes ☐ No Tie-in to previous unit? ☐ Yes ☐ No ROW Excavation permit required?  
E. ☐ Yes ☐ No ETJ Development? TCEQ TXR150000 GENERAL CONSTRUCTION GENERAL PERMIT#:

II. CONTACT INFORMATION

A. City of New Braunfels

1. Inspector & phone #: \_\_\_\_\_  
2. Lead Inspector & phone #: \_\_\_\_\_  
3. Assistant City Engineer: \_\_\_\_\_

B. Design Firm:

Address: \_\_\_\_\_  
1. Engineer of Record: \_\_\_\_\_

C. Developer: Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_  
Address: \_\_\_\_\_

1. Contact: \_\_\_\_\_

D. Contractor Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

1. General Contractor:  
Address: \_\_\_\_\_

2. Office Project Manager: \_\_\_\_\_ Phone: \_\_\_\_\_  
Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

3. Supervisor On-Site: \_\_\_\_\_  
Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

4. 24 hour emergency contact number: \_\_\_\_\_

E. Materials Testing Laboratory: \_\_\_\_\_

1. Project Manager: \_\_\_\_\_  
Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_



## PRE-CONSTRUCTION MEETING AGENDA

### F. Utilities

1. **Water:** \_\_\_\_\_  
Contact & Phone: \_\_\_\_\_ email: \_\_\_\_\_
2. **Sewer:** \_\_\_\_\_  
Contact & phone: \_\_\_\_\_ email: \_\_\_\_\_
3. **Electricity:** \_\_\_\_\_  
Contact & phone \_\_\_\_\_ email: \_\_\_\_\_
4. **Comms:** \_\_\_\_\_  
Contact & phone: \_\_\_\_\_ email \_\_\_\_\_
5. **Gas:** \_\_\_\_\_  
Contact & phone: \_\_\_\_\_ email: \_\_\_\_\_
6. **Cable:** \_\_\_\_\_  
Contact & phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

- G. Other:
- |  |   |
|--|---|
| 1) Estimate when wet utility work to begin | 4) Joint trench? <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| 2) Estimate when Dry utility work to begin | 5) Will Contractor install PVC conduits for Rdwy crossings <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3) Utility Easement will be _____ ft wide. |   |

When deep trench, the procedure is, the inspector will meet with the Lab Tech and the contractor on site to set up a rolling pattern. This consists of making a mock test area using the same material and equipment that will be used in the trench. The material is processed, rolled, and tested on the surface until a passing density is accomplished. This info is recorded, reviewed, and then delivered to us by the Geo Engineer for acceptance. Once we accept the contractor is allowed to proceed with backfill. Any time the contractor is backfilling the deep trench areas a lab technician must be on site to visually witness that the contractor is following the same process as before to process and compact the material.

### III. PROCEDURES (by checking the box you acknowledge you read it)

#### A. Contractor Registration and Permits

1. Contractor is required to register with the **City's Building Department**.
2. Contractor must also obtain permits from City's Building Department.
3. Any revisions to the approved plans must be re-submitted through the Permit Portal

#### B. Project Inspection Requirements

1. As of May 1, 2018, Inspection fees shall be applicable with this development and payable upon completion of project, prior to acceptance letter.
2. Inspections requested on City Holidays (list of Holidays available on City website) and/or weekends are considered overtime, will be based on inspector availability, and will require approval by Lead Inspector 3 business days prior. \*\* Must call Chris Haas 830-596-3266 Wed by noon (this will be based on availability)
3. 24-hour minimum advance notice is required for all inspections.
4. First site inspection will be SWPPP inspection.

5. All trenches within street sections/ROW are required to be density tested, every lift, every 200-ft, every lateral as per City Construction Note requirements in the plans (Revised 01/2019).
6. Prior to any soil density testing, a proctor shall be sampled from on-site material unique for each project.
  - City Construction Inspector shall be present during all proctor sample selections.
  - A copy of all proctor sheets will be provided to City Construction Inspector as soon as available.
  - No densities should be taken prior to confirmed proctor test results (blind densities).
  - A passing density will be a minimum of 95% of the Maximum Dry Density of a Material matching an appropriate description with a moisture range of +/- 2% of Optimum Moisture. Any change to this specification will need to be submitted to the City of NB by the Geo technical Engineer.
7. A lift is considered a failure after 3 failed tests. Limits of failed tests are at City Construction Inspector discretion.

## C. Home Construction Prior to City Acceptance

1. Developers/home builders at times choose to begin construction of homes prior to subdivision infrastructure acceptance. Increased site control and SWPPP is usually necessary. ☐ Yes ☐ No
2. Any damage to curbs, streets (asphalt) or other public infrastructure **will be the responsibility of the street contractor.**
3. Construction traffic is required to stay off newly paved streets in order for asphalt to properly set.
4. Failure to maintain site control in keeping construction traffic off streets may result in the removal and replacement of asphalt.

## D. Pre-pave Inspection

1. A pre-pave inspection is required to be scheduled at minimum 72-hours prior to planning a pre-pave meeting.
2. City inspector will require verbal consent from utility companies prior to paving operations.
3. Inspectors will spot check grades and cleanliness of roadway to ensure the project is ready for paving.
4. City requires a minimum 2% crown unless otherwise indicated in the plans. It is the Contractor's responsibility to ensure the project is built per plan requirements (Contractor QA/QC is not the City Construction Inspector's responsibility).
5. The City inspector is required to be on site, full time for all paving operations. **\*\*NEED ADA & CURB PRIOR TO PAVE**
6. Paving operations will be allowed to start 48 hours after pre-pavement meeting unless otherwise approved by the City Inspector.

## DI. Punch-List Inspection

1. Punch-list inspections shall be requested by the Contractor after completion of QA/QC inspections by Contractor.
2. Punch-list inspection will begin close-out process.
3. Punch-list inspection will be performed approximately 5 business days after Contractor's request by the City Inspector (providing time for individual City Divisions to complete inspections).
4. A Punch-list walk-through may be requested with Contractor, Engineer, etc., and any other after pertinent individuals after the inspector has completed, and delivered, the Punch-list to the Contractor.
5. Final Punch-list sign-off inspection will be scheduled with City Construction Inspector.

## F. Final Close-out Requirements

1. All deliverables shall be submitted to the City of New Braunfels Engineering Division in one complete package.
  - **Packet will not be accepted if not complete.**
  - Inspection fees must be paid prior to acceptance.



## PRE-CONSTRUCTION MEETING AGENDA

2. **All documents shall reference City permit number. Closeout deliverables include:**

- Acceptance & closeout of all required Inspections (Punch-list complete and signed by City Inspector).
- Letter of acceptance issued by all required utility operators.
- Staging area landowner letter of acceptance.
- Fire hydrant flow test results.
- Materials testing book (PDF on thumb drive).
  - Provide 1 thumb drive.

3. **Two Year Maintenance Bond** (Submitted in accordance with Section 118-38 of the New Braunfels Municipal Code of Ordinances).

- Maintenance Bond is to be submitted on the approved City of New Braunfels bond template.  
*<http://www.nbtexas.org/267/Engineering>*
- A copy of Engineer's cost estimate (signed and sealed) is required to support bond total for approval of the bond amount.
- Description of work covered to include site work, street, drainage, water, wastewater, electric and miscellaneous per the ordinance and reference subdivision name, unit and city permit number.

4. Record Drawings with reference to City permit number.

- Record Drawings (as-built) **approved by the Engineer of Record**, will be the Contractors responsibility and will be a condition of Final Acceptance of the development.
- "Record Drawings" (or similar) note required on plans.
- City requires an electronic (PDF) copy of the Record Drawings.
  - Provide 1 thumb drive.

#### IV. COORDINATION

A. Contractor Staging Area: ☐ On-site ☐ Off-site

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B. Community Relations

1. Pick up trash on daily basis.
2. Keep streets free and clear of debris on daily basis.
3. All streets, driveways and sidewalks are to be kept clean and open at all times, unless otherwise authorized.

C. Traffic Control

1. Follow all guidelines as set forth in Texas MUTCD and the construction drawings.
  2. ☐ Yes ☐ No Will there be any road or lane closures during project?
  3. If yes above, explain: \_\_\_\_\_
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## PRE-CONSTRUCTION MEETING AGENDA

### D. Erosion Control

1. Provide a copy of the SWPPP Requirements Checklist.
2. First site inspections will be SWPPP inspection. Applicable BMPs are required to be installed prior to the commencement of construction activities. The SWPPP for the project must be available for review at all times.
3. General contractor is responsible for installation and maintenance of all devices throughout the duration of the project.
4. Engineer of Record is responsible to ensure that erosion control measures and stormwater control is sufficient to mitigate off site impacts are in place at all stages of construction. ("Construction Note" on plans).
5. **TCEQ TXR150000 GENERAL CONSTRUCTION GENERAL PERMIT#:** \_\_\_\_\_
6. Due to MS4 requirements, the City is acting as an agent of TCEQ and SWPPP must be maintained in accordance with TCEQ regulations. NOI (notice of intent) must remain with permit on site at all times.
7. Drainage improvements shall be installed prior to adding impervious cover.
8. Re-vegetation of channels, ditches, non-lot, disturbed areas, etc., need to meet at least 70% coverage density as required in TCEQ General Permit TXR150000.

### E. Safety

1. ☐ Contractor is required to follow all applicable local, regional, state, and federal laws including safety regulations of adjacent utilities and owners.

### F. Environmental Requirements/ Concerns

1. EPA NOI filed ☐ Yes ☐ No & Explain: \_\_\_\_\_
2. TCEQ WPAP filed ☐ Yes ☐ No & Explain: \_\_\_\_\_
  - **If applicable copy of WPAP to remain on job-site at all times.**

## V. MISCELLANEOUS NOTES

Re-vegetate the ditches, basin and other non-lot disturbed areas as soon as possible. Please do not wait until the end of the project. If you do this could possibly delay the project acceptance. Recommend installing the dry utility conduits prior to paving the roadway in the unit to avoid damaging the hot mix pavement surface.

Ponds must be vegetated prior to pave. Call NBU (electric and water) to set up on site mtg 14 days prior. AT&T needs the address plat as soon as it is assigned.

Spectrum – Victor Deleon – Please email the plat, URD & cad file

By signing you have read and understand New Braunfels requirements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of General Contractor

\_\_\_\_\_  
Print Name & Title