

April 11, 2006

TO: GLENN PRUIM, PUBLIC WORKS DIRECTOR

FROM: Skip Hammann, Deputy City Engineer, Construction Management & Inspection

REVISED PROCEDURES FOR STORM WATER COMPLIANCE

In response to the recent actions by the RWQCB staff has reviewed several of our procedures related to storm water compliance for construction activities, specifically verification that a Notice of Intent (NOI) has been issued for a construction activity, if required. This mainly relates to grading activities for private development and capital improvement projects.

Typically the requirements for a SWPPP and NOI are reviewed by the City's project engineer either in the Design Division or Development Services Division for storm water requirements. In the case of the golf course, the Recreation Department performed the duties of the project engineer.

The Construction Management & Inspections Division (CM&I) has developed revised procedures to provide additional measures to prevent non-compliance issues with the RWQCB General Permit requirements that the City recently experienced on the golf course project. CM&I has developed several checklists for use by staff to provide a final verification that a NOI has been issued: CIP Pre-Con Meeting Agenda has been revised adding verification of NOI; Private Development Pre-Con Meeting Agenda has been revised adding verification of NOI listed under NPDES Permit; the CIP Project Information Checklist has been revised adding verification of NOI; and CIP NOI Verification tracking spreadsheet has been developed to assist in monitoring NOI's, attached.

The purpose of adding the NOI to the pre-con agenda checklist for CIP projects is to insure the project inspector verifies that the NOI has been properly issued and received prior to issuance of the Notice to Proceed. Similarly, for private development projects, the NOI verification has been added to the pre-con agenda checklist to verify receipt of the NOI prior to grading permit issuance. Adding the NOI verification to the CIP Project Setup Checklist and creating the CIP NOI Verification spreadsheet are additional methods to track and verify issuance of NOI's.

Attachments: CIP Pre-Con Agenda
Private Development Pre-Con Agenda
CIP Project Setup Checklist
CIP NOI Tracking Spreadsheet

PUBLIC WORKS
ENGINEERING DEPARTMENT
INSPECTION DIVISION

CIP PRECONSTRUCTION MEETING AGENDA

Project No. _____, Title: _____

Notice of intent to award a contract

1. Successful Bidder: _____
 - a) Bid Amount: _____
2. Self Introductions.
3. Project overview by Engineer of Work.
4. Project Inspector(s): _____ phone: 602-2780 ext.
 - a) **Sole** point of contact for **all** parties involved with this project.
5. "Notice to Proceed": start: _____, complete: _____.
6. 120 working days; working hours _____.
7. Liquidated Damages: \$ _____ per calendar day.
8. Permits:
 - a) City, county, or state permits, fees and licenses necessary.
9. Traffic:
 - a) Traffic Control Plan included in Special Provisions.
 - b) Haul Route "permits" required for all trucking of dirt, base rock, asphalt, etc.
10. Construction schedule required before work starts.
11. Submittals to project inspector.
12. Prevailing wages required per Director of Industrial Relations, State of California.
13. Contractor to provide full-time job superintendent.
 - a) Two 24 hr emergency telephone numbers required prior to starting work.
14. Jobsite access/security/staging area/sanitation facilities.

PRECONSTRUCTION MEETING AGENDA

FOR GRADING / IMPROVEMENTS / WATER / AND RIGHT-OF-WAY WORK

PRIVATE DEVELOPMENT

PROJECT TITLE/ NUMBER _____

PERMIT NUMBER _____ DRAWING NUMBER _____

AGREEMENT NUMBERS _____

SUPERINTENDENT _____

SITE TELEPHONE NO. _____

I. GENERAL

- A. Self-introductions and attendance sign-in.
- B. Distribute agenda.
- C. Issue grading permit, approved plans, right-of-way permit.
- D. **NPDES Perm.**
Notice of Intent (NOI) received and verified.
- E. Utility Company issues.
- F. Work hours from 7:00 a.m. until dusk on Monday through Friday except City holidays.
 - 1. Saturday work 8:00 a.m. until 4:00 p.m.; special permit required, see page 8.
 - 2. No work on Sunday or the following City holidays:
 - 3. New Year's Day, Martin Luther King's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, the Friday before Thanksgiving Day, and Christmas Day.
 - 4. Violation of work hours may result in Stop Work Notice and/or citation (see page 9).
 - 5. Equipment maintenance to occur during working hours only.
- G. **All** correspondence and submittals to be addressed to _____, Project Inspector at 5950 El Camino Real, Carlsbad, CA 92008. No correspondence to City Engineer/Public Works Director without approval of the Project Inspector.
- H. The Engineering Department, Construction Management & Inspection Division, can be reached at (760) 602-2780; Inspector's extension is _____; fax number is (760) 438-4178.
- I. Project schedules (bar charts) to be submitted to Project Inspector upon request.

CIP PROJECT SETUP CHECKLIST

PROJECT NO.: _____ PROJECT NAME: _____

CONTRACT received _____ (date) Vendor No. _____

AB _____ RES _____

ESCROW ACCOUNT? Y / N

PROGRESS PAY set-up in Excel.

~~Added to NOI spreadsheet~~

PO opened to CONTRACTOR for R _____ \$ _____ P _____
AUTOMATIC RETENTION PO? _____

- Account number(s) _____ \$ _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____

CONTINGENCY encumbered \$ _____ R _____
AUTOMATIC RETENTION PO? _____

- Account number(s) _____ \$ _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____

PO opened to TESTING COMPANY for \$ _____ R _____ P _____

PO opened to CONSULTANT INSPECTOR for \$ _____ R _____ P _____

PO opened to ESCROW ACCOUNT for \$ _____ R _____ P _____

CIP NOI VERIFICATION LIST

Project ID	Project Name	Contractor/Engineer	Start Date	End Date	NOI Status
9001-1	Sea Cliff Sewer North Batioquitos Interceptor Reach 6 AH Replacements	Orion Construction Corporation	11/30/2005		N/A
36753	SCADA Integration for the Encina Basin Water Reclamation Program, Phase II	Neal Electric	12/01/2005		N/A
3809-2 (B)	North Batioquitos Lift Station Package "B"	Value Engineering, Inc.	12/01/2005		N/A
3891-1	Mahr Reservoir Improvements	Orion Construction Corporation	12/23/2005		N/A
3935-1	Traffic Signal at Paseo Del Norte and Car Country Drive	Lekos Electric Company	01/09/2006		N/A
3557-1	Carlsbad Blvd Bridge Retrofit	KLM Construction, Inc.			
39561-A	San Marcos Blvd. Transmission Main	J. Fletcher Creamer & Son, Inc.			

RWQCB link to NOI database - http://www.waterboards.ca.gov/stormwtr/databases.htm#const_db
 Note: this list is for CIP projects with NTP issued after 11/1/2005