

SECTION 01 30 00
ADMINISTRATIVE REQUIREMENTS
(DEVELOPMENT PROJECTS)

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Coordination and Project conditions.
- B. Preconstruction meeting (CFPUA Pre-Con Checklist Attached).
- C. Progress meetings.
- D. Preinstallation meetings.
- E. Inspections.
- F. Testing and Gravity Sewer Video.
- G. Closeout Documentation.
- H. Final Construction Completion

1.2 COORDINATION AND PROJECT CONDITIONS

- A. Coordinate scheduling, submittals, and Work of various Sections of Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements.
- B. Verify that utility requirements and characteristics of operating equipment are compatible with building utilities. Coordinate Work of various Sections having interdependent responsibilities for installing, connecting to, and placing operating equipment in service.
- C. Coordinate space requirements, supports, and installation of mechanical and electrical Work indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit as closely as practical. Use spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- D. Coordination Meetings: In addition to other meetings specified in this Section, hold coordination meetings with personnel and Subcontractors to ensure coordination of Work.

1.3 PRECONSTRUCTION MEETING

- A. A pre-construction conference is required for every development project that requires the construction of water and/or sewer facilities.

- B. The pre-construction meeting must be scheduled through the CFPUA Construction Manager with at least two (2) business day notice.
- C. Pre-construction meeting shall be held after receipt of all applicable permits, approval of the final construction drawings and material shop drawings, verification of contractor licensing and payment of all outstanding fees.
- D. Attendance Required: Engineer, Owner or Owner's representative, Licensed Utility Contractor, major Subcontractors, and CFPUA Project/Construction Managers.
- E. Minimum Agenda:
 - 1. Discuss the approved drawings.
 - 2. Discuss the general construction sequence and schedule.
 - 3. Review general construction inspection procedures and requirements.
 - 4. Discuss lines of communication.
 - 5. Discuss typical project pitfalls and time savers.
 - 6. Discuss project challenges. The contractor is encouraged to review the project ahead of the pre-con, ask for clarifications, and introduce any particular challenges that he/she anticipate in the construction of the project.
 - 7. Other topics per the pre-con checklist.
- F. At the end of the pre-construction meeting, the developer will receive a copy of the sign in sheet, signed pre-construction checklist, stamped approved construction plans and specifications.

1.4 PROGRESS MEETINGS

- A. Schedule and administer meetings through progress of the Work.
- B. Plan for meetings, prepare agenda with copies for participants, and preside over meetings.
- C. Attendance Required: Job Superintendent, major Subcontractors, Engineer or Owner's Representative, CFPUA Inspector and CFPUA Project/Construction Manager, as appropriate to agenda topics for each meeting.
- D. Minimum Agenda:
 - 1. Review minutes of previous meetings.
 - 2. Review of Work progress.
 - 3. Field observations, problems, and decisions.
 - 4. Identification of problems impeding planned progress.
 - 5. Review of submittal schedule and status of submittals.
 - 6. Review of off-site fabrication and delivery schedules.
 - 7. Maintenance of Progress Schedule.
 - 8. Planned progress during succeeding work period.
 - 9. Coordination of project progress.
 - 10. Maintenance of quality and work standards.
 - 11. Effect of proposed changes on Progress Schedule and coordination.
 - 12. Other business relating to Work.

1.5 PREINSTALLATION MEETINGS

- A. When required in individual Specification Sections, convene preinstallation meetings at Project Site before starting Work of specific Section.
- B. Require attendance of parties directly affecting, or affected by, Work of specific Section.
- C. Notify Engineer and CFPUA Project/Construction Manager four days in advance of meeting date.
- D. Prepare agenda and preside over meeting:
 - 1. Review conditions of installation, preparation, and installation procedures.
 - 2. Review coordination with related Work.
- E. Record minutes and distribute copies to participants within two days after meeting.

1.6 INSPECTIONS

- A. Material Inspection
 - 1. Before any work is started on the project, the Contractor shall make submittals to the Engineering in accordance with the requirements of CFPUA Specification Section 01 33 00 - Submittals. The CFPUA Inspector shall be notified when any material is delivered to the job site.
 - 2. The CFPUA Inspector will verify that all materials meet CFPUA specifications, details, and/or approved submittal.
 - 3. The CFPUA Inspector will notify the Contractor and the CFPUA Construction Manager of any unapproved material, and that the unapproved material must be removed from the project site.
- B. General Inspection
 - 1. Routine and unscheduled of ongoing projects will be made by CFPUA personnel during the construction phase to ensure conformance with the approved plans, CFPUA specifications and details, as well as compliance with this guidance manual.
 - 2. Projects approved for construction by the CFPUA automatically authorizes CFPUA inspection personnel access to the construction site at all times for the purpose of inspecting constructed facilities or observing construction operations in progress. CFPUA Inspectors will take appropriate action, as outlined herein, when improper material or unacceptable workmanship is detected on the project and will notify the CFPUA Construction Manager, Contractor, Engineer and/or Developer.
 - 3. CFPUA Inspectors shall make periodic checks during all phases of construction to ensure that the contractor is complying fully with project design and specifications including:
 - a. CFPUA valves are not to be operated without a CFPUA Inspector or CFPUA Water Quality personnel present (Notice of Violations will be given if failure to comply).

- b. Any work after normal working hours (Monday – Friday 7:00 AM – 3:30 PM) must be pre-approved and scheduled with the CFPUA Construction Manager and Inspector.
- c. All shutdowns must be pre-approved and scheduled with the CFPUA Construction Manager and Inspector (they will coordinate with the proper CFPUA departments).
- d. Water or sewer force main tie-ins or shutdowns will not be conducted on Friday through Monday unless pre-approved by CFPUA Operations.
- e. Contractor is to give two (2) business days notification for scheduling to the assigned CFPUA Inspector for each of the following:
 - 1) Operating any CFPUA valve (includes tapping valves).
 - 2) When beginning construction and if the contractor pulls off the site.
 - 3) Laying out of any connection in existing manholes.
 - 4) Cutting in any new manholes on existing lines.
 - 5) Coring any manholes.
 - 6) Connecting onto existing sewer force mains.
 - 7) Connecting onto existing water lines.
 - 8) Any bores and threading carrier pipes.
 - 9) All camera work, testing, chlorination, and water sampling.
 - 10) All testing.

1.7 TESTING AND GRAVITY SEWER VIDEO

All structures, pressure piping and gravity sewer piping shall be tested by the contractor as specified in the CFPUA Specifications in accordance with applicable regulations and as directed by the CFPUA Inspector. All testing must be conducted in the presence of the CFPUA Inspector. The Contractor is to give two (2) business days notification for scheduling, to the assigned CFPUA Inspector for all testing.

1.8 CLOSEOUT DOCUMENTATION

- A. The purpose of the as-built record drawings is to verify that the water and sewer system serving the project were installed per CFPUA Technical Specifications, in accordance with the approved construction permit, and recorded to show the actual locations of the water and sewer assets to be conveyed to CFPUA for ownership, operation and maintenance.

- B. Paper As-built Drawings

Two (2) sets of as-built record drawings shall be provided in accordance with CFPUA Specification Section for review. The as-built checklist and an example of the plan's cover sheet are provided in the CFPUA Development Process and Procedures manual. It shall be the engineer's responsibility to assure that the most current as-built checklist is used and to check the as-builts for conformance with this checklist before submitting the as-builts.

- C. Plans and Checklist

Certified, surveyed record drawings (as-built plans), sealed by a North Carolina licensed Professional Land Surveyor or Professional Engineer (engineer seal required)

for profiles), shall be furnished to CFPUA by the Engineer of Record (or Developer, where applicable) prior to completion and acceptance of the infrastructure by CFPUA. The as-built plans shall conform to the as-built checklist.

D. As-built Submission

Two (2) sets of as-built record drawings shall be submitted to the CFPUA Inspector.

1. Sewer projects – Prior to the review of the camera inspection of the installed infrastructure.
2. Water projects – After the infrastructure has been installed and pressure testing, and disinfection has been completed and approved by CFPUA.

E. CFPUA Inspector's Review

The CFPUA Inspector will review the as-built drawings for compliance with the CFPUA As-built Checklist. The CFPUA Inspector will field verify the location of all water and sewer items on the as-builts. Comments will be provided to the contractor and engineer.

F. Final Sealed As-Built Drawings

Once the CFPUA Inspector approves the as-built drawing, a final copy is to be submitted on original base Mylar sheets (24" X 36"). A PDF and digital copy must be provided to CFPUA. Final Sealed as-built drawings must be submitted per the CFPUA Development Process and Procedures manual.

1.9 FINAL CONSTRUCTION COMPLETION

A. Items Required for Completion

Construction is considered complete when the following items are successfully satisfied:

1. Testing (hydro, water samples, air, vacuum, mandrel, and pump station).
2. As-Built Drawings.
3. Camera Inspection (gravity sewer).
4. Walk through acceptance inspection.

- B. Once complete, the project is ready to move toward certification and conveyance.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION – NOT USED

END OF SECTION