



Arapahoe County Water & Wastewater Authority  
13031 East Caley Avenue, Centennial, CO 80111  
303-790-4830 acwwa.com

## **PRE-CONSTRUCTION CONFERENCE**

DATE: \_\_\_\_\_

PROJECT: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

CONDUCTED BY: \_\_\_\_\_



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**Primary Contacts Introductions:**

**ACWWA**

Wade Wheatlake

Construction Inspector

303-204-2002

**Owner**

Name: \_\_\_\_\_

Tel# \_\_\_\_\_

Contact: \_\_\_\_\_

Tel# \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail \_\_\_\_\_

City,State,Zip \_\_\_\_\_

**Design Engineer**

Name: \_\_\_\_\_

Tel# \_\_\_\_\_

Contact: \_\_\_\_\_

Tel# \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail \_\_\_\_\_

City,State,Zip \_\_\_\_\_

**General Contractor**

Name: \_\_\_\_\_

Tel# \_\_\_\_\_

Contact: \_\_\_\_\_

Tel# \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail \_\_\_\_\_

City,State,Zip \_\_\_\_\_

**Subcontractor**

Name: \_\_\_\_\_

Tel# \_\_\_\_\_

Contact: \_\_\_\_\_

Tel# \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail \_\_\_\_\_

City,State,Zip \_\_\_\_\_



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**Who should receive the Probationary and Final Acceptance letters?**

- Name: \_\_\_\_\_
- Email: \_\_\_\_\_
- Address: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

**OTHER**

Surveyor: \_\_\_\_\_ Tel# \_\_\_\_\_

Geotech.: \_\_\_\_\_ Tel# \_\_\_\_\_

**Material Suppliers**

Pipe \_\_\_\_\_

Fittings \_\_\_\_\_

Valves \_\_\_\_\_

Precast Manholes \_\_\_\_\_

Castings \_\_\_\_\_

Concrete \_\_\_\_\_

**Right-of-Way, Easements, Imprest Status/Restrictions**

**The following items must be paid prior to scheduling pre-construction meeting.**

- ☐ Rights-of-Way
- ☐ Easement
- ☐ Imprest
- ☐ Tap Fees

**Construction material:**

- ☐ Sewer: SDR 35
- ☐ Water: C-900
- ☐ Squeegee bedding 6" above and below pipe per ACWWA standards.



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**Description of project:**

- Potential problems, which may delay the progress of construction?
- Issues or concerns regarding other utilities and, or other construction on-site?

**Estimated duration of project:**

Begin: \_\_\_\_\_

Completion: \_\_\_\_\_

**Tap Application Details:**

Tap Application Permit #: \_\_\_\_\_

Tap Application Expiration Date: \_\_\_\_\_

**Organization and Channel of Communications:**

- ACWWA's point of contact: Wade Wheatlake with Merrick & Company (303-204-2002)
- Contractor's on-site point of contact: \_\_\_\_\_
- All items will need to go through: ACWWA Inspector who will distribute to the appropriate parties
- **All Design changes must go through Design Engineer. Inspector will not make design changes.**
  1. Design Engineer shall submit changes to ACWWA's engineer (Merrick and Associates) for review.
  2. Once ACWWA's engineer approves changes, contractor may proceed with verbal approval.
  3. Approved design changes will be distributed to all parties and shall be included on as-built drawings.

All Imprest transactions are to be processed directly through ACWWA. When the Imprest balance reaches \$2,500.00, ACWWA will review the account to determine if the balance is sufficient to cover the remaining costs of the development. If it is determined that the balance is not sufficient, ACWWA will invoice the applicant at an amount determined to adequately cover the remaining costs.

\*If any issued imprest invoice is not paid by the due date indicated, the project will be put on a work-hold status and all ACWWA services will be discontinued until full payment is received.



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### **Testing:**

**Testing will not start until all compaction tests are submitted and approved by ACWWA.**

### **Water & Irrigation:**

- Chlorine test taken by – ACWWA Inspector
- Hydrostatic test witnessed by – ACWWA Inspector
- Clear Water sample taken by – ACWWA Inspector

Only (1) one proposed water line tie in is permitted until proposed line has been tested and passed. Once proposed line has been tested and passed the second tie in can be made. This is to prevent testing against existing valves that may not seat completely.

### **Sanitary Sewer:**

- Mandrel (8" and above)
- Manholes to be Vacuum tested
- Pipe Lines to be pressure tested
- All Main Lines and Manholes to be videoed (8" and above)

If outside contractor does the above sewer testing ACWWA inspector does not need to be present, but will need copies of test reports. If contractor does the sewer testing ACWWA inspector will need to be present to observe testing.

### **Close out Items**

#### **Contractor shall provide:**

- Daily Logs (must be submitted weekly to inspections@acwwa.com)
- Concrete Tickets
- Compaction Reports (including failed tests) (must be submitted prior to testing)
- Survey Cut Sheets to ACWWA's inspector (must be submitted prior to project start)
  - The station numbers must be included on the survey cut sheets and should match the approved ACWWA plans
- All third-party test reports
- Copy of Fire Department sign off
- Signed conveyance and acceptance letter
- Approved As-Builts

**All the above information is required prior to Probationary Acceptance being granted.**



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### **AS BUILTS REQUIREMENTS PER ACWWA's RULES AND REGULATIONS**

Section 4.8.8 of the Rules & Regs states:

ACWWA REQUIRES THAT A SET OF RED LINED RECORD DRAWINGS BE SUBMITTED BY THE CONTRACTOR TO THE DESIGN ENGINEER. THE DESIGN ENGINEER WILL SUPPLY THE CONTRACTOR'S RED LINED DRAWINGS, TWO (2) HARD COPIES SETS OF THE RECORD DRAWINGS AS WELL AS TWO (2) DISK COPIES INCLUDING BOTH AUTOCAD V 14 TO 2005 FORMAT (.DWG) FILE AND A DIGITAL PORTABLE DOCUMENT (.PDF) OF THE RECORD DRAWINGS TO THE AUTHORITY'S ENGINEER FOR APPROVAL. ALL UTILITIES ENCOUNTERED IN THE FIELD MUST BE PROPERLY STATIONED AND ACCURATELY SHOWN ON THE PLANS BY THE DESIGN ENGINEER. ALL MANHOLES, VALVES, BLOWOFF AND ANY OTHER FEATURES SHALL BE SURVEYED IN AND ALL COORDINATES FOR THESE ITEMS MUST BE SHOWN ON THE AS-BUILT PLANS SUBMITTED TO THE AUTHORITY PRIOR TO RECEIVING PROJECT APPROVAL. THE COORDINATES FOR THESE ITEMS MUST BE TIED TO THE COLORADO STATE PLANE CENTRAL ZONE (NAD 83) AND THE VERTICAL DATUM IN NAVD 88 USING A UNIT OF MEASURE OF FEET FOR VERTICAL UNITS AND US SURVEY FEET FOR HORIZONTAL UNITS. ALL ORIGINAL DESIGN INFORMATION MUST BE SHOWN ON THE AS-BUILT PLANS AND CROSSED OUT IF INACCURATE. THE RECORD DRAWINGS MUST INCLUDE A STATEMENT ON THE COVER SHEET ATTESTING TO WHO PROVIDED THE AS-BUILT INFORMATION AND WHO PREPARED THE AS-BUILTS WITH A SIGNATURE OF THE PREPARER AND DATE. ONCE THE ABOVE HAS BEEN COMPLETED AND APPROVED, PROBATIONARY ACCEPTANCE OF THE UTILITIES BY THE AUTHORITY WILL BE ISSUED.

**Probationary acceptance will not be granted and water will not be turned on until all close out items have been received and approved.**

**Close out items must be received within 30 days of completion of work. Any items not received will be completed by ACWWA and costs will be paid through the imprest account and or bond.**

Fire Department must inspect fire lines or contractor may be required to expose line for fire department inspection.



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### **General information and responsibilities**

1. Contractor shall have an ACWWA meter for construction water. ACWWA will issue tickets to anyone caught using water without a meter. Bills must be paid by the due date indicated on the invoice or the project will be put on a work-hold status.
2. Meter jumpers, cheater pipes, etc. are strictly prohibited and considered tampering.
  - Anyone caught tampering with ACWWA property; valves, fire hydrant, etc. will be issued a ticket.
3. Developer is responsible for their subcontractors not limited to the pipe contractor and any unauthorized use of ACWWA property.
  - Any issued tickets must be paid prior to further inspections or probationary acceptance.
4. Fines not paid will be taken from the imprest account.
5. Contractor is required to adhere to the requirements of the City, County, SEMSWA or any other entity involved in this project and to notify each entity of work done outside the permit, work done on weekends and any road closures or detours.
6. All Traffic Control plans must be submitted and approved by the appropriate entity prior to any road closures.
7. Utility locates are the responsibility of the Contractor. Contractor is responsible for locating the lines until Probationary Acceptance is issued.
8. Developer is responsible for the proper installation, testing, and as-builts of service lines from the curb stop or sewer main to the building.
9. Contractor is reminded that he is responsible for inspecting his own materials, workmanship, safety and finished work. That no statement, nor any act on the part of the Inspector can relieve the Contractor of any part of that responsibility.
10. Safety, including the requirements of OSHA, contractor's personal safety equipment and the safety of the public is the sole responsibility of the contractor.
  - ACWWA Board Policy: If ACWWA's inspector has problems with site safety, he will inform the subcontractor and General Contractor regarding the issue. If the issue does not get resolved the inspector will leave site and contact the Owner. Should the issue not get resolved at this level OSHA will be contacted.
11. Concrete thrust blocks must be exposed 24-hours prior to backfilling unless poured before 9:00 a.m. they may then be backfilled after 3:00 p.m.
  - Sack mixing is not allowed, unless approved by inspector.
12. Schedule all water shutdowns with ACWWA's inspector. 72-hour notice required for all shut downs.
  - ACWWA's Inspector shall be present for all water shutdowns and pipeline tapings.
13. Inspections will be done at random times on daily basis (average 4-hours/day).
  - If an inspection is required at a specific time the contractor shall schedule an inspection with a 24-hours' notice.
  - Contractor shall call if not working so inspector doesn't make unnecessary trips.
14. ACWWA will respond to any scheduled appointment. However, if you miss the scheduled appointment and have not called to cancel your appointment, you will be charged for the inspector's time.
15. Weekend work Shall be scheduled by Wednesday. If an inspector is unavailable, the trench must be

left open for inspection on Monday.

16. If the site uses Regulation No. 84 reclaimed water for irrigation, you must receive a permit from the Colorado Department of Public Health and Environment prior to using reclaimed water. It can take up to 60 days from the date of application submission to the division for the permit to be issued. Please contact [ACWWA's Regulation No. 84 Coordinator](#) to complete your application for permit.
17. If applicable, fire hydrant extensions will not be allowed. You may use a vertical shoe if needed.
18. ACWWA's inspector will reach out as the project approaches closeout to schedule a project closeout meeting.
19. Temporary water will not be granted for testing.
20. Meter activation requests must be received by ACWWA three business days in advance.
  - **Water will not be turned on until all close out items, including As-builts have been received and approved and the project has been issued probationary acceptance.**



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**COPIES OF THIS AGENDA WERE HANDED OUT TO ALL THAT ATTENDED  
PRE-CON.**