



ENGINEERING DIVISION  
CITY OF PARKLAND  
6600 University Drive  
Parkland, FL 33067

954-757-4184 \* Fax 954-753-8838

## **PRE-CONSTRUCTION MEETING AGENDA**

### **□ Project schedule.**

- Submittal of project schedule is required prior to commencement of work. The schedule should indicate anticipated start, duration and completion of site improvements work.
  - Hours of operation shall be limited to the following:
    - 7:30 A.M. to 7:30 P.M., Monday through Friday
    - 9:30 A.M. to 7:30 P.M., Saturday
    - 10:00 A.M. to 1:00 P.M., Sunday and national holidays\*

### **□ Discussion on “Minimum Standards” requirements.**

- Highlights of City of Parkland standards.
- Overview of Standards and Inspection requirements.
  - Review Erosion and Sedimentation Control Guidelines
  - Review of required inspections.
- Procedure to request required inspections.

### **□ Approval of shop drawings, as-builts, etc.**

- Shop drawings, as-built plans and final certifications for review must be submitted to the Public Services Department accompanied by a Letter of Transmittal.
  - A minimum of forty eight (48) hour turn around is required for review.
  - Approval of documents must be obtained prior to request of any associated inspections.

### **□ Traffic Maintenance Plans.**

- Prior to the start of any construction that would impact traffic, a Traffic Maintenance Plan (MOT), prepared by an individual certified by ATSSA and/or approved by Engineer of Record, must be submitted for approval by the Engineering Division and shall receive subsequent approval by Broward County Traffic Engineering and/or FDOT.

- A minimum of forty eight (48) hour turn around is required for review.

- **Requirements for final approval of project.**

- The following documents must be submitted to the Public Services Department prior to final inspection of the project:
  - Final certification by the Florida registered professional Engineer of Record.
  - Outside agency(ies) final inspection approval (FDOT, EPD, HRS, OES, SFWMD, etc.), if applicable.
  - Final certified as-built plans by a Florida registered land surveyor and approved by the Florida registered professional Engineer of Record, including two (2) 24"x36" bond, and a CD/DVD containing an AutoCAD-compatible file with all applicable linework and text (site plan, paving, drainage, erosion control, water, and sewer associated data, notes and details).
  - Documentation indicating that easements have been recorded (if applicable).
  - If a performance bond for public improvements' work has been provided and release is desired, the following documents must be submitted in addition to the above:
    - Actual costs for any public improvements certified by the Florida registered professional Engineer of Record.

- **Other items for consideration.**