



MEMORANDUM

DATE: 09/20/2019

TO: Whom It May Concern

FROM: John Van Winkle, P.E.
Civil Engineer, PDSD

SUBJECT: Development Package Pre-Construction, Inspection and Engineer Certification Process

The current process through which a Development Package (DP) must run in order to smoothly go from permit issuance to project final is inconsistent and needs updating. While requirements, such as inspections or special conditions are identified there is a lack of uniformity in approach to how each item and in turn the entire project is managed. Documenting and monitoring a project is difficult with many DP's having open inspections well after construction has occurred. Common questions from both internal and external stakeholders are;

- 1) What inspections are needed
- 2) When do inspections need to be called in
- 3) Are there any special project requirements
- 4) Are as-built drawings required
- 5) Is a final Engineer or Record certification (EOR) letter needed
- 6) How is a project closed out

The purpose of this process is to unify all project stakeholders and a higher level of project quality assurance by providing a more consistent approach.

DP projects which involve any of the following would be subject to this enhanced process

- 1) Disturbance of more than 1 acre or part of a project which will ultimately disturb greater than 1 acre and/or requires a storm water pollution prevention plan
- 2) Special inspections for items such as but not limited to; engineered slopes or retaining walls

- 3) Significant floodplain issues such as but not limited to; projects requiring an encroachment analysis or where modification to an existing floodplain boundary are proposed
- 4) Engineered grading as defined in Technical Standards Manual (TSM) section 2-01.4.0.B
- 5) Overlay Zones as defined by Unified Development Code (UDC) article 5

A customer may request that a project which falls outside of the criteria listed above follow this specific process. City Staff may also exercise discretion and require a project that does not fall into any of the above categories be subject to the Pre-Construction Meeting and Certification Process. Determination if a project, which falls outside of the criteria above, will require this process should be made no later than the first substantial review.

The Development Plan Pre-Construction, Inspection and Engineer Certification Process consists of the following three main steps

Step 1: Pre-Construction Meeting

The purpose of the preconstruction meeting is to review the inspection process along with any special conditions that are associated with a given project. This will give all stakeholders an opportunity to discuss requirements, methodology, expectations and timeframes. A project start date should be determined and initial inspections scheduled. At the end of the meeting participants will complete an acknowledgement form. The acknowledgement form will be general template that can be modified per project. After the pre-construction meeting the permit will be issued. The pre-construction meeting must include a minimum of one participant (or authorized representative) from each of the following project stakeholders;

- 1) City Site Inspection Staff
- 2) Designated Contractor
- 3) Owner/Developer
- 4) Architect of Record
- 5) Engineer of Record

Step 2: Project in construction

The project will follow its normal course of construction and inspection. Any changes deemed significant by the City may require revisions prior to proceeding with the proposed modifications. Significant changes require revised drawings along with a revision letter stating what changes were necessary and why. All changes during the course of construction are to be documented so that, at the project close out stage, an "As-Built" drawing set can be reviewed and approved

Step 3: Closing out a project

- 1: All inspections have been approved. It is recommended that a final on site “punch list” walk through is conducted
- 2: As-Built Drawings, confirming substantial conformance of the constructed site with the approved plans and specifications, has been submitted and approved
- 3: EOR Certification letter submitted and approved

A critical piece of closing out a project is confirming that the inspections, as-built drawings and certification letter coincide with one another. A Prior to Final “P2F” hold should be placed on the Engineering Final inspection to assure that the as-built drawings and EOR certification letter has been received

This updated process will affect new Development Packages Submitted for review after October 1st 2019. Please contact me directly with any questions or concerns

Sincerely,

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