

SAMPLE REQUEST FOR PRE-CONSTRUCTION MEETING

CONSULTANT'S LETTERHEAD

DATE: _____

SURREY FILE: 78 _____

CONSULTANT FILE: _____

TO: City of Surrey
Land Development Division, Engineering Department

Attention: Ranu Thind, Senior Operations Clerk

RE: Request for Pre-Construction Meeting:

Address: _____

1. Developer: Full Name: _____
Address: _____
Phone #: _____
Email: _____

2. Prime Contractor: Full Name: _____
Address: _____
Phone #: _____
Surrey Business License No: _____
Expiry Date: _____

3. Checklist Items (please check):

- Letter of Appointment
- Corporate Search of Developer's company from BC Registry Services
- Prime Contractor Liability Insurance Certificate (Within the location field, identify "Various Locations in Surrey" or site specific with City project number)
- WCB Notice of Project
- Signed Contractor Health & Safety Expectations form
- Completed Pre-Construction Contractor Safety checklist
- Construction schedule
- ESC Supervisor Report for Phase 1 ESC Works if developable area $\geq 4000m^2$
- Confirmation that Rights-of-Way & legal documents have been filed
- Notification of Construction to residents and neighbourhood with recipient list
- Scalable Traffic Management Plan for Arterial and Collector roads **OR** figure number from "Traffic Control Manual for Work on Roadways" for local roads
- Updated Water Tie-in and Connection Summary
- Updated Signage and Line Painting Cost Summary
- Copy of Key Plan (digital copy preferred)
- Contractor Qualification Statement
- Confirm we have been engaged as Contract Administrator**
- Confirm adequate securities in relation to Contractor Award Total Bid Price**
 - o **Contract Award Total Bid Price** \$ _____
 - o **Engineering Works Security Amount** \$ _____

