

CITY OF LA MARQUE

CHAPTER 7

**Construction, Inspection, Approval and Acceptance Procedures
for Public Infrastructure**

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Introduction

The City of La Marque is experiencing considerable development throughout its jurisdiction. This includes development both inside the City Limits and within the City's Extraterritorial Jurisdiction (ETJ). It is, therefore, important for the City Council to approve a policy that sets out the procedures for the inspection, approval and acceptance of public infrastructure within its jurisdiction. These policies and procedures apply to construction in both subdivisions and commercial sites where it is anticipated that connections to the public infrastructure will be made, and where the infrastructure will be conveyed, either upon completion or in the future, to the City of La Marque for operation and maintenance.

These procedures are designed so the developers and contractors will know both the procedures to be followed and the costs for the required reviews and inspections in advance.

It is important that all publicly accepted, operated and maintained infrastructure constructed within its city limits and ETJ be compliant with the City's standards and requirements. It is anticipated that even if the City does not accept the infrastructure for immediate operation and maintenance, it may eventually. As such, developers and contractors should refer to the City's Zoning and Subdivision Ordinances, as well as the City's Design Criteria Manual for specific guidance on allowable uses, platting and approval procedures and construction standards.

These procedures are designed to set out the process for approvals by the City of La Marque during the construction phase of the development within the City of La Marque and its ETJ.

Note: For all projects within the ETJ, the developer should also contact the Galveston County Engineering Offices for instructions on their review procedures.

Permits and Inspection fees

The City currently utilizes a Consulting Engineer to provide infrastructure inspection services. The City expects the development to bear the costs of the services. The contractor is expected to apply for the appropriate permits and pay the required fees in advance of the project start. Fees shall be set from time to time by the City Council and are designed to include the cost of inspections. The City may amend its fee schedule at any time to ensure the costs for the service are being covered, and may pass increased costs along to the responsible party at any time.

Pre-construction Phase

Prior to construction and prior to the issuance of a permit from the City, a preconstruction conference will be held with City staff and the City's Consulting Engineer. It is expected that prior to the preconstruction conference the following will be provided to the City in advance for review by the staff and the Consulting Engineer:

- **Plans.** Plans, specifications and other documents relating to the proposed development are to be provided.
- **Contract and Technical Specifications.** The contract and technical specifications between the developer and the contractor is to be provided.

Attendees at the preconstruction meeting should include the City's staff, the City's Consulting Engineer, a developer representative, a representative of the developer's engineering firm, a contractor's representative, and other people as may be identified by the City prior to the meeting. Attendance by all designated attendees is mandatory.

The project will be fully discussed at the meeting including but not limited to the developer's timetable, the points at which the City should be contacted for inspections of the infrastructure, the method of scheduling inspections, and the name, address, and contact information of all relevant participants in the construction process.

Construction Phase

It is expected the City's Consulting Engineer will make periodic reviews of the construction sites. The contractor responsible for construction should follow the procedures established by the City of La Marque (Request form attached). The City's Consulting Engineer will review results of all testing data as required by the City's Design Criteria Manual.

Construction inspections will include but not be limited to the following.

- **Streets and sidewalks.** Inspections should be expected for sub-grade and base materials work, rebar placement, and concrete pours.
- **Drainage facilities.** The City's Consulting Engineer will inspect all storm water inlets, storm water drains, culverts, open ditches and detention facilities. Within their respective jurisdictions, representatives of Galveston Drainage District 1 and 2 will also inspect and approve all drainage facilities associated with the development. The contractor should schedule inspections for DD 1 or 2 directly with that office.
- **Water and Sewer Utilities.** Inspections should be expected of all water and sewer lines (both grade and pressure testing), lift stations, water and wastewater plants, manholes, fire hydrants, valve locations and taps.
- **Other. Depending on the type development, there may be landscaping, street lighting, façade type, and other inspections required. The contractor**

should be aware of all City requirements and call inspectors as appropriate.

Acceptance of Infrastructure for One-Year Maintenance Period

The City's Consulting Engineer will make a walk-through inspection upon completion of the project prior to making a recommendation for acceptance. The contractor is expected to have fully completed all construction prior to the walk-through inspection. During the walk-through inspection a punch list will be created. The contractor will be expected to complete/correct all the items on the punch list prior to presentation of the project to the City Council for acceptance.

Prior to acceptance for the one year maintenance period by the City Council the following must be on file with the City of La Marque.

- **Proof of Drainage District Approval.** Documentation must be on file with the City that the appropriate Drainage District has approved the drainage improvements for the development.
- **Maintenance Bond (for Subdivision infrastructure only).** Documentation of the receipt of a properly completed Maintenance Bond to the City. The Maintenance Bond amount shall be 25% of the total construction cost of the infrastructure, valid one-year from the date of accepted/or approval of the infrastructure.
- **Punch List.** Proof that all items listed on the punch list have been completed to the satisfaction of the City's Consulting Engineer.
- **Certification from the Engineer of Record.**
- Construction material testing lab report and Certification from the Geotechnical Engineer of Record.
- **As Built Drawings and Plans.** The contractor shall provide a true and correct paper and electronic copy in the format prescribed by the City of La Marque Design Criteria Manual, of the project as-built for filing and recording by the City. Construction documents shall be provided by both PDF and cadd (.dwg).
- **Engineer's Letter of Recommendation.** A letter of recommendation from the City's Consulting Engineer is required. This letter will document the project has been constructed in accordance with the plans and specifications originally reviewed, inspections during the construction process, and the Maintenance Bond and as-built drawings are properly executed and on file. The letter will be to recommend acceptance of the infrastructure for the one-year maintenance period to the City Council.
- **Electronic files of all of the above shall be required.**

No building permits will be issued for the development until the City Council has accepted the project for the one year maintenance period.

Final Acceptance of Infrastructure

Prior to final acceptance of the infrastructure, and prior to the end of the one year maintenance period, a final inspection shall be scheduled and conducted by the City's Consulting Engineer. The responsible party for the development is required to

contact the City and schedule the inspection. This inspection should be no sooner than eleven months after the beginning of the maintenance period. This inspection will be designed to inspect the infrastructure for failures or other deficiencies that may have occurred during the maintenance period. A punch list will be created if needed as a result of the inspection. The developer and/or contractor are expected to complete/correct all the items on the punch list prior to City Council consideration.

- A letter of recommendation from the City's Consulting Engineer to the City Council will again be required. This letter will document the project has completed its final inspection after the one year maintenance period, confirm the project is in compliance with the plans and specifications, the as-built drawings are properly executed and on file. The letter will be to recommend final acceptance of the infrastructure by the City Council and the release of the Maintenance Bond.

Conclusion

It is the purpose of these procedures to provide predictable criteria for the City, developers and contractors alike to follow. These procedures may be amended from time to time. All developers/contractors are urged to seek the most up to date copy of these procedures prior to beginning the planning process for developments that will have publicly operated and/or maintained infrastructure.

Adopted this ___th day of _____, 2018, by the City Council of the City of La Marque.

City Secretary

Mayor