

400-1.1

ROAD PRE-CONSTRUCTION PROCEDURAL CHECK LIST

- The Administration is responsible for:
 - mailing out the form letter of notification of construction to land owners affected by the construction (see example attached)
 - preparing the agreements for sale of right of ways
 - notify utility and pipeline companies (Sask Tel, Sask Power and Sask Energy) of construction and request locates, depths and flagging of underground facilities

- The supervising councillor shall meet with owners and obtain signatures on right of way sale agreements rates to be as set out in municipal polices.

- The Construction Committee shall:
 - tour the proposed construction area with the R.M. foreman
 - tour the proposed construction area with the engineer; inform the engineer of any unusual run-off problems, any known clay deposits, the nature of the land owners, etc.
 - Note above ground obstructions and their location:
 - Texas gates
 - Power poles
 - Sask Tel facilities
 - i.e. - are utilities in a cut or fill area?
 - are utilities in a back slope area?
 - are utilities running parallel to road?
 - Rock piles
 - Trees
 - Building
 - Old or existing water wells
 - Dugouts

- Buried utilities (telephone & power):
 - The supervising councillor must:
 - confirm that the utility companies have been notified
 - confirm if utilities are located and flagged and depths known
 - notify the administrator if lines require moving

- Pipelines:
 - The supervising councillor:
 - should verify that the pipeline companies have been notified
 - confer with engineer into depth of pipelines
 - are pipelines high pressure or not
 - what special precautions must be taken

400-1.1 PRE-CONSTRUCTION PROCEDURAL CHECK LIST (Cont'd)

- General duties of Supervising Councillor
 - locate place to dispose of rocks
 - if rip rapping is necessary, locate source of rocks
 - are borrow pits necessary, if so, locate where
 - if clay capping is necessary, locate source of clay (this may involve testing potential sites with backhoe)
 - identify any new or altered water courses (engineers will usually point them out)
 - locate construction camp site
 - examine road approach requirements (i.e. replace in existing location, relocates, removals, any new approaches)
 - confer with land owners on approach issue and requirements
 - report all above ground and buried obstructions, all arrangements made for rocks, borrow pits, clay deposits, etc. to the administrator.
 - seek a water source if watering is required.

400-1.2 ROAD CONSTRUCTION PROCEDURE

- The contractor is directly responsible to the engineer in regards to the plan, design and construction standards.
- The engineer is responsible to the supervising councillor, any additional approaches or re-locations must be submitted to the engineer for inclusion in the project design.
- The supervising councillor is responsible for:
 - limiting interference with the contracting engineer by the land owners,
 - ensuring that land owners needs are met, i.e.: approaches,
 - ensuring fences are removed, and culverts are on site when needed,
 - provide a location for culvert storage,
 - be on site to take inventory when culverts are delivered,
 - arranging for traffic detours,
 - arranging for water haulers if required,
 - notify the administrator when project is nearing completion so that gravel haul may be coordinated.
 - participate in the final inspection of the road upon completion of the construction for clearance to apply gravel. Note: that once the project is released for gravel, the contractor is released from his obligation for repairs on the road due to weather conditions.
 - sign the project release form once you have inspected the road with the foreman, engineer, and the contractor and are in agreement that the road is completed to satisfaction and ready for graveling.