

**CITY OF WHITEHORSE SERVICING STANDARDS MANUAL
PART I - PROCEDURES
SECTION 1.3 - CONSTRUCTION**

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SECTION 1.3 - CONSTRUCTION

1.3.1 PRIOR TO CONSTRUCTION

Construction cannot commence until the Developer has submitted 3 sets of approved drawings and specifications to the Engineer, a Development Permit or Agreement has been signed by the Developer, all applicable development fees have been paid and an onsite Pre-Construction meeting has occurred with the Engineer or Engineer's representative in attendance.

Provide at least 2 working days' notice with the time and location of the Pre-Construction meeting. A water main filling/flushing plan should be provided at the Pre-Construction meeting for discussion, or at least 2 weeks prior to all water main filling/flushing operations.

All required permits must be obtained before construction begins. Prior to connection to any existing City infrastructure, approval and/or Water & Waste Services Work Order must be in place. If applicable, a Street Occupation Permit must be obtained from the Engineering Department prior to construction. See Appendix 1.A for example of permit.

1.3.2 QUALITY CONTROL AND PROJECT MANAGEMENT

The Consultant is responsible for providing layout data, inspection and approval of materials, and inspection of the installation of all improvements The Developer is required to install. The Consultant must have a qualified, (as defined by the appropriate association or industry standard) full-time representative present on the construction site for the duration of the project. The Consultant, is to provide on-site construction inspection at all times during the installation of improvements unless the Engineer provides authorization for part time inspection. The City may request that the Consultant submit resumes for personnel that are assigned to the quality control of the project.

The Developer is responsible for ensuring that their Contractors carry out their responsibilities in accordance with the construction specifications.

The Engineer will appoint a qualified, (as defined by appropriate association or industry standard) representative to visit the construction site to verify that requirements of the City of Whitehorse Servicing Standards Manual and the approved engineering drawings are adhered to.

Inspection by the City is for monitoring only and is not sufficiently comprehensive to address the requirements for quality control, activity coordination or safety. The City's inspection is not to relieve the Developer of full responsibility for all aspects of the work.

All construction is to be in compliance with the construction specifications, unless otherwise instructed in writing, and the City is the interpreter of the acceptability of the work. Should the City, acting reasonably, determine that the work does not comply with the specifications then, notwithstanding instructions provided to the Contractor by the Consultant, the City will have the right to refuse acceptance until all defects have been rectified.

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I.3.3 DESIGN CHANGES

All design changes proposed by the Developer or the Consultant during construction must be approved as follows:

- The Consultant is to submit a full-sized redline print of all design changes to the Engineer for review and approval.
- Approved red-line drawings and/or changes required by the City is to be returned to the Consultant within 48 hours of submission.

The Consultant is to update the approved drawings to include the changes and forward the revised prints, indicating the changes, to:

- All appropriate field personnel;
- the City Inspector; and
- the Engineer (2 copies)

I.3.4 CONSTRUCTION

The Developer is to give 48 hours' notice to the City before commencement of work, change in work schedule or change of working hours to facilitate coordination for adequate City inspection staff.

If work is to be done on or within a City owned right of way or if it impacts traffic or pedestrian movement, a Street Occupancy Permit will be required. This can be obtained through the Engineering Services Department.

If water main boundary valves are required to be operated the contractor is to coordinate this with Water & Waste Services. Under no circumstances are boundary valves to be operated by anyone but authorized City staff.

If water is needed at a work site, the Contractor may apply to Water & Waste Services for a hydrant meter to be installed. The Contractor will be required to pay for the installation of the hydrant meter and water used at the current rates.

The Developer is to be responsible for all materials furnished. All materials supplied are to be verified as conforming to the specifications. All defective or damaged materials are to be removed from site.

If materials that haven't been approved are incorporated in the work, or if materials are found during the progress of the work to be unsuitable, the Engineer or the authorized City inspector will reject them.

The Developer is to ensure that Occupational Health and Safety Regulations are followed at all times on the construction site. The Developer is responsible for ensuring that the work is done in a safe manner with due care to the protection of workers and the public.

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Where work is conducted in the vicinity of existing infrastructure or connections to existing systems are required, the Developer is to protect the existing infrastructure from damage and or replace if required. This will be at the sole discretion of the City.

The Developer is responsible for avoiding disruption of service to existing developments and is to take measures to ensure continuity of service.

In accordance with the City of Whitehorse Maintenance Bylaw 2017-09 (s 45), hours of work are not to exceed the hours of 7:00 am and 11:00 pm daily. Developer is to be responsible for ensuring that contractor does not exceed these hours of work. Failure to do so will result in a charges being laid against the Developer by the City of Whitehorse Bylaw Department.

The Developer is to give at least 48 hours' notice to the Engineer of all existing traffic signs that require removal, cover, or relocation. The Developer is responsible for monitoring of all temporary signage until such time that signage is permanently replaced.

The Developer is to provide and maintain a reasonable access to abutting properties and business where necessary, at the Developers expense, unless stated otherwise.

When a street or alley is to be closed for construction the Developer is to notify each affected property owner, agent or tenant at least 7 days prior to starting work and obtain a Street Occupancy Permit from the City of Whitehorse. Refer to Appendix 1.A for a Sample Street Occupancy Permit Form.

The Developer is to ensure that all survey monuments or legal pins are protected and not disturbed during construction activity. All disturbed monuments or pins are to be replaced at the Developers expense.

The Developer is to prevent the entry of all silt, mud, and all other forms of debris into the downstream sewers. All manhole entries are to be carried out only by qualified trained personnel possessing the required safety equipment intended for confined space entry.