



ENGINEERING DEPARTMENT

PRE-CONSTRUCTION CONFERENCE

INFORMATION PACKET



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## PRECONSTRUCTION MEETING AGENDA

### PRIVATE PROJECTS

Project Name/Description: \_\_\_\_\_

Meeting Date & Time: \_\_\_\_\_

City of Coppell Construction Inspector: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

1. Utilities & Services in Project Area-

a). Franchise Utilities- Dig Tess REQUIRED FOR ALL (check all that apply):

- Electric
- Gas
- Telephone
- Cable
- Fiber Optic
- Pipeline
- Other: \_\_\_\_\_

b). Municipal Utilities- City Locates REQUIRED FOR ALL (check all that apply):

- Water
- Sanitary Sewer
- Storm Drain
- Traffic Signalization
- Fiber Optic
- Other: \_\_\_\_\_

b). Municipal Services (check all that apply):

- Trash/ Recycle
- Emergency (Police/Fire)
- School Bus
- Other: \_\_\_\_\_

2. Testing- check all that apply:

- Water
- Sanitary Sewer
- Storm Drain
- Geotechnical Proctor
- Geotechnical Densities & Strengths
- Other: \_\_\_\_\_



3. City of Coppel Guidelines
  - a.) Use only approved drawings, stamped and signed by the City of Coppel. Unapproved drawings will be discarded.
  - b.) Standard Working hours: Monday through Friday 7AM to 7PM, Saturday, Sunday and Holidays 9AM to 7PM
  - c.) Overtime: Coordinate with Inspector 72 hours in advance if requesting OT Work. Notify inspector Wednesday before noon of weekend work, if cancelled notify Inspector before noon on Friday. (Weekend work 4-hour minimum at \$54 per hour)
  - d.) Erosion control installed before work begins.
  - e.) Work within Noise Ordinance No. 2009-1243
  - f.) Provide Sanitary Restroom Facilities for workers
  - g.) Use approved products and materials for Public Work Construction.
  - h.) Prior notification (48-hour notice to Inspector, Police Dept., and Fire Dept.) of lane closures with approved traffic control plan. Lane closures allowed from 9:00 AM to 4:00 PM.
  - i.) Changes to Plans &/or Specs: Notify Inspector and Design Engineer in writing
  - j.) Request for Walk Thru/ Completion Punch List: Notify Inspector. A pre-walk through will be conducted prior to final walk through. Final walk through will be scheduled a week in advanced and performed Tuesdays through Thursdays.
  - k.) Work Stoppage: The Inspector may stop work (due to failure to meet plans & specs, traffic control plan, trench safety, etc.) per NTCOG
  - l.) Request for Information: Submit RFI in writing to the Inspector
  - m.) Set of signed & sealed City of Coppel Standard Details is required to be kept onsite. These are required documents.
  - n.) Set of North Texas Council of Governments- Public Works Construction Standards is required to be kept onsite. These are required documents.
  - o.) All water used on the project must be metered. All valves shall be operated by City of Coppel personnel only.
  
4. Prior to Construction
  - a.) Provide approved Civil Drawings, include hard copies, PDF file, and CAD DWG files.
  - b.) Video, photograph and note existing site conditions. If damages are found without proof of being pre-existing, the contractor will be responsible for repairs.
  - c.) Test individual irrigation systems- video, photograph and note existing conditions. If damages are found without proof of being pre-existing, the contractor will be responsible for repairs.
  - d.) Dig Tess utility locates
  - e.) City of Coppel Utility locates - (972)462-5150 (48-hour notice required)



f.) Submittals

- a. Traffic Control Plan- Date Received: \_\_\_\_\_
- b. SWPPP- Date Received: \_\_\_\_\_
- c. List of subcontractors (with contact name and numbers)- Date Received:  
\_\_\_\_\_
- d. Contractor's Responsible Person (contact name and 24-hour number)- Date Received: \_\_\_\_\_
- e. Material Submittals (approved by Inspector) Date Received: \_\_\_\_\_
- f. Trench Safety Plan, if required- Date Received: \_\_\_\_\_
- g. Project Schedule. Date Received: \_\_\_\_\_

5. During Construction

- a.) Notify Inspector of all changes to the approved plans. The Design Engineer must approve changes.
- b.) Moving traffic control as required, as often as required and taking down when not used.
- c.) Continuing resident communication/ notification of construction activities to adjacent property owners.
- d.) Protection of business establishments and private property.
- e.) Repair or replacement of private/public property in a timely manner.
- f.) Schedule planned utility disruptions with the Inspector in advance.
- g.) Coordination of concurrent construction activities in area (if applicable).
- h.) Housekeeping, street sweeping, dust mitigation, trash pickup.
- i.) Coordinate all testing with the Inspector.
  - a. Geotechnical Testing – Densities every 300' horizontally and 1' vertically. Concrete provide a minimum of 1 set of 4 cylinders per 150 yds. of concrete poured. Provide test reports to Inspector.
  - b. Water Line testing – Construction Inspector to witness pressure testing and bac t tests. Provide Bac T Reports to the inspector.
    - i. Water Lines 150 psi for 4 hours.
    - ii. Fire water lines 200 psi for 4 hours.
    - iii. Bac T samples 1 per 1000 feet of pipe.
  - c. Sanitary Sewer testing - Inspector to witness low pressure air testing, Manhole vacuum testing, and mandrel testing. Provide video of sanitary sewer lines to inspector.
  - d. Storm Sewer – None, however video may be required if needed.
  - e. Backflow Prevention Testing. Provide test reports to the Inspector.
- j.) Routine Storm Water Inspection & erosion control every 2 weeks or 1/4" rainfall. SWPPP Reports sent to the Inspector.
- k.) Coordinate valve open/close with the Construction Inspector. The Contractor is not allowed to operate the City of Coppell's valves.
- l.) Inform the Inspector of any damage to existing utilities.





## **CITY OF COPPELL ENGINEERING DEPARTMENT PRE-CONSTRUCTION PROCEDURE GUIDE**

The City of Coppel Engineering Department Public Works Construction Procedure Guide includes the following items which should prove helpful when constructing Water, Sanitary Sewer and Paving improvements in the City of Coppel:

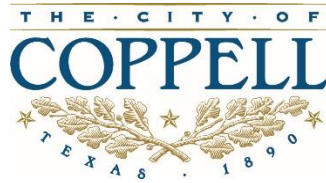
- Procedures overview
- Water utility overview
- Utility construction walk-thru overview
- Utility emergency phone numbers
- Construction contact list
- List of involved agencies
- Utility relocation checklist
- Water and Wastewater Utilities inspection check list
- Street and Traffic division inspection check list
- Back-flow prevention program
- Temporary construction water meter issuance and work order form
- Water line isolation and/or meter relocation request form
- Utility customer notification form

The above referenced information should be used in conjunction with the City of Coppel Standard construction details, design ordinance, and the N.C.T.C.O.G. (North Central Texas Council of Governments) Public Works Construction Standards, 4<sup>th</sup> edition.

### **Procedures Overview**

Construction activity which directly or indirectly affects City of Coppel Water, Sanitary Sewer, Street or Storm Drain utilities or infrastructure shall be controlled by, but not limited to, the following policies:

- The water system shall not be tapped in or connected to for any reason without the approval of the Water Utilities Division.
- Water valves shall not be operated (opened or closed) by the contractor. Valves shall be operated by Water Utilities Division personnel only.
- The sanitary sewer system shall not be tapped in or connected to for any reason without the approval of the Water Utilities Division.
- Street cuts are not allowed without approval of the Engineering Department.
- Traffic lane closures shall be performed only with the approval of the Engineering Department and notification of the City of Coppel Police and Fire Departments.
- Private utilities shall not be placed in City rights-of-way or easements unless approved and permitted by the Engineering Department.
- Private utilities which are found to be in conflict with existing City utilities shall be relocated at the owner's expense.



### **Procedures Overview, continued**

- No construction activity shall take place in City rights-of-way or easements until a line location is performed by Water Utility Division personnel. 48-hour notice required.
- No construction activity shall take place until all requirements for permitting and fees have been satisfied.

### **Water Utilities Overview**

Contractors requiring water on a project will be required to provide a deposit for a temporary construction meter provided by the City, pending availability. Water rates for construction projects are the same as the City's commercial water rates. If a portion of the water system is required to be shut down or isolated, the contractor shall be responsible for coordinating the shut-down with the Water Utilities Division and notifying the affected properties using the form that has been provided in this guide.

If the project is other than residential, water meters are required to be installed. These meters shall be installed according to City Standards and as referenced in this document. The meter shall be purchased from the City and must be paid for 45 days in advance. When a contractor is issued a water meter, the contractor will be required to pay the cost of the meter, a service deposit for each Irrigation and/or Fire line meter, a service deposit for a domestic meter, and an inspection fee for each meter. Before a meter can be issued, the contractor must install the meter according to City standards and an inspection must be performed on that setting. If the setting is found acceptable, then the contractor can receive the meter.

Once the meter has been installed, the contractor shall contact the Water Utilities Division at (972) 462-5150 to request an initial inspection of the meter setting. An inspector from the Water Utilities Division will perform the water service and meter installation inspection and approve or deny (if denied, the contractor will be notified). It is important to remember that even though a meter setting has passed its initial inspection, the final walk-through of the project may require adjustments in the meter setter, boxes, or vaults. All Back-flow prevention devices shall be tested and passed by a certified tester, approved by the City of Coppell Utility Division, before a project is released.

### **Utility Walk-thru Overview**

Upon completion of a project, the Construction Inspector will schedule and perform a pre-walk-through inspection with the contractor to ensure the project is ready for a final inspection walk-through. Once the items generated from the pre-walk-through inspection are corrected, a final walk-through inspection is performed with Water Utilities Division and Street and Traffic personnel present to inspect the components of the water system, sanitary sewer system, paving and storm drainage. The purpose of the inspection is to insure all components are properly constructed to allow for effective and efficient operation and maintenance.





### **Utility Walk-thru Overview, continued**

Installation and placement of street signage, traffic control signage and markings shall be coordinated with the Streets and Traffic Division.

Once the walk-through is completed, a final punch-list will be provided to the contractor. After the contractor has completed the requested corrections, the punch-list items will be inspected again to ensure that corrective measures have been taken. Contact the Construction Inspector assigned to the project when punch-list items are completed.

### **Utility Emergency Phone Numbers**

If at any time the contractor has a Water/Sanitary Sewer related emergency, he shall contact the project inspector or the Water Utilities Division at 972/462-5150.

If at any time the contractor has a Street or Traffic control related emergency, he shall contact the project inspector or the Street and Traffic Division at 972/462-5150.

**IN ANY POTENTIALLY HAZARDOUS EMERGENCY, SUCH AS DAMAGED GAS, ELECTRIC OR TRAFFIC CONTROL UTILITIES, THE CONTRACTOR SHALL FIRST CONTACT 911 EMERGENCY SERVICES.**



## CONSTRUCTION CONTACT LIST -PUBLIC

### **Engineering Department**

265 Parkway Blvd.  
Coppell, TX 75019  
(P) 972.304.3679  
(F) 972.304.3570

### **Water/Wastewater**

816 S. Coppell Rd.  
Coppell, TX 75019  
(P) 972.462.5155  
(F) 972.462.5199

### **Street and Traffic Division**

816. S Coppell Rd.  
Coppell, TX 75019  
(P) 972.462.5150  
(F) 972.462.5199

### **Planning Department**

(Homeowner's Association)  
265 Parkway Blvd.  
Coppell, TX 75019  
(P) 972.304.3678  
(F) 972.304.7092

### **Building Inspections Dept.**

265 Parkway Blvd.  
Coppell, TX 75019  
(P) 972.304.3567  
[inspect@coppelltx.gov](mailto:inspect@coppelltx.gov)  
**Inspection Requests:** 972.304.3516

### **Fire Marshal's Office**

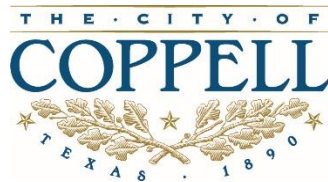
265 Parkway Blvd.  
Coppell, TX 75019  
(P) 972.304.3512  
(F) 972.304.3514

### **Parks & Recreation Department**

(Tree removal and mitigation)  
816. S Coppell Rd.  
Coppell, TX 75019  
(P) 972.462.5100  
(F) 972.462.5149

### **Environmental Health**

(Waste & debris removal)  
265 Parkway Blvd.  
Coppell, TX 75019  
(P) 972.462.5177  
[enviormentalhealth@coppelltx.gov](mailto:enviormentalhealth@coppelltx.gov)



## Construction Contact List-Franchise Utilities

### **Atoms Energy**

Brandon Ball

(O) 972.360.4428

(M) 214.673.1324

[brandon.ball@atmosenergy.com](mailto:brandon.ball@atmosenergy.com)

### **AT&T/SBC Communications**

John Hollingsworth

(O) 214.464.4095

[john.hollingsworth.jr@att.com](mailto:john.hollingsworth.jr@att.com)

### **AT&T Network Services**

Rich Milleman

(M) 214.215.3031

### **Brazos Electric Co-Op**

Don McKelvain

(O) 254.750.6339

[dmckelvain@brazoselectric.com](mailto:dmckelvain@brazoselectric.com)

### **Conserv Electric and Gas**

7701 Stemmons FWY, Ste 210

Corinth, TX 76210

(P) 940.321.7800

### **CenturyLink**

Toll Free (866) 270.7498

[www.centurylink.com](http://www.centurylink.com)

### **Explorer Pipeline**

Patrick Nwakoby

(O) 918.493.5100

[pnwakoby@expl.com](mailto:pnwakoby@expl.com)

### **Grande Communications**

7701 Stemmons Fwy, Ste 210

Corinth, TX 76210

(P) 877.238.6891

[grandecom.com](http://grandecom.com)

### **Frontier**

Bill Jezewski

(O) 972.318.5186

[William.jezewski@ftr.com](mailto:William.jezewski@ftr.com)

### **Carl Shipman**

(O) 972.318.5282

[carl.x.shipman@ftr.com](mailto:carl.x.shipman@ftr.com)

### **Fiber Light**

Mike Bitsche

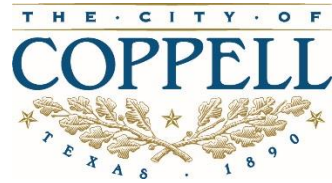
(O) 214.755.6741

[mikebitche@fiberlight.com](mailto:mikebitche@fiberlight.com)

### **1 800 Dig Tess**

Utility Locates

(P) 1.800.344.8377



**ONCOR Electric Delivery**

Rick Fielding  
(O) 972.888.1344  
(F) 972.888.1340

[Rick.fielding@oncor.com](mailto:Rick.fielding@oncor.com)

**After Hours** 888.313.4747

**ONCOR New Con**

Richard Hildebrand  
(C) 817.994.7675

**Time Warner Cable**

Philip Gwin  
(O) 214.869.9038

[Philip.gwin@twcable.com](mailto:Philip.gwin@twcable.com)

**Time Warner Telecom**

Don Hurla  
(O) 214.229.8443

[don.hurla@twtelecom.com](mailto:don.hurla@twtelecom.com)

**Zayo (Formerly 360networks USA)**

(O) 303.381.4683

[www.zayo.com](http://www.zayo.com)



## **AGENCIES INVOLVED IN TRANSPORTATION and CONSTRUCTION ISSUES**

**DART** - *Dallas Area Rapid Transit* is the public transit authority for thirteen Dallas County communities, providing bus, light rail, para-transit, HOV lanes and vanpool services, [www.dart.org](http://www.dart.org)

**EPA** - U.S. *Environmental Protection Agency* was established in 1970 to protect human health and safeguard the natural environment. EPA is responsible for setting national standards for a variety of environmental programs, [www.epa.gov](http://www.epa.gov)

**FHWA** - *Federal Highway Administration*, part of the U.S. Dept. of Transportation, provides federal financial assistance to states to construct and improve national highways, urban and rural roads, and bridges. [www.fhwa.dot.gov](http://www.fhwa.dot.gov)

**NCTCOG** - *North Central Texas Council of Governments* is a voluntary association of local governments within the 16-county NCT area. Its 232 member governments work through the agency to plan for common needs. The Regional Transportation Council of NCTCOG, a series of technical committees, and the transportation staff comprise the Metropolitan Planning Organization (MPO) for the DFW metropolitan area, responsible for transportation and air quality planning for the region. [www.nctcog.org](http://www.nctcog.org)

**OSHA** - *Occupational Safety and Health Administration* (a division of the US Department of Labor) was created in 1971 to protect workers from on-the-job injuries and deaths. As a result of OSHA training and compliance inspections, workplace injuries and illness have declined by 40 percent in the past 30 years. Compliance regulations are numerous and industry-specific, for more information. [www.osha.gov](http://www.osha.gov)

**TCEQ** - *Texas Commission on Environmental Quality*, previously known as TNRCC (*Texas Natural Resource Conservation Commission*), is the state agency responsible for coordinating and submitting clean air plans for Texas to the EPA. Also grants Construction Permits for air and water discharge on small and large projects. New rules for permitting took effect in March 2003. [www.tceq.texas.gov](http://www.tceq.texas.gov) Local office: 817/588-5800

**TxDOT** - The mission of the *Texas Department of Transportation* is to provide safe, effective and efficient movement of people and goods. The vision of TxDOT is to provide transportation systems and alternatives that are comfortable, safe, durable, cost-effective, accessible, environmentally sensitive and aesthetically appealing. [www.dot.state.tx.us](http://www.dot.state.tx.us)



**USACE** – *United States Army Corps of Engineers*, is the federal agency responsible for planning, designing, building and operating water resources and other civil works projects (Navigation, Flood Control, Environmental Protection, Disaster Response, etc.) Passage of the Clean Water Act in 1972 gave the Corps authority over dredging and filling in the "waters of the United States," including many wetlands. Activities in wetlands are covered by regional or nationwide general permits.

[www.usace.army.mil](http://www.usace.army.mil). Local office: 469/487-7002

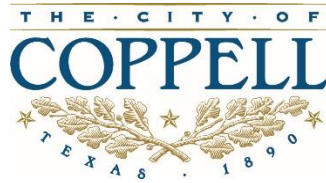
**Floodplain Administrator** – *The City of Coppel Floodplain Administrator* is the local authority responsible for regulating construction activities in areas defined as floodway and floodplain by the FEMA (*Federal Emergency Management Agency*) FIRM (*Flood Insurance Rate Map*). Activities include review of floodplain development permits, review of CLOMR (*Conditional Letter of Map Revision*), raising awareness of floodplain related issues in the community and assisting private entities and the general public in floodplain related matters. City of Coppel Engineering Department: 972/304-3679.



**WATER UTILITIES DIVISION  
UTILITY RELOCATION CHECKLIST FOR WORK WITHIN  
CITY OF COPPELL RIGHTS-OF-WAY OR EASEMENTS**

Listed below are minimum requirements for utility relocation projects:

1. A copy of the valid approved City of Coppell permit is required on the project at all times.
2. Notify adjacent property owners (commercial and residential) of project timeline; provide them with contact names and phone numbers.
3. Proper erosion control measures must be taken.
4. Follow Texas MUTCD standards for work in traffic zones.
5. Sod is to be replaced when necessary.
6. Irrigation repairs must be performed in a timely manner.
7. Follow OSHA recommended trench safety at all times.
8. Repair existing utilities that are damaged, including but not limited to clean-outs, water valves, and SS manholes.
9. Densities may be required in trench lines (ASTM).
10. Care and repair of street signage is the responsibility of the contractor.
11. Non-emergency utility relocation work is not to be done in collector roadways before 9:00 a.m. or after 3:00 p.m.
12. Prior notice of work activity on weekends and holidays must be in writing.
13. Line locates must be performed in advance. See Construction Contact List.
14. Debris must be removed from work area daily and disposed of properly outside the City.
15. Streets, sidewalks and alleys must be kept clean of construction material and debris.
16. "Clean-up" requires returning work area to pre-project condition or better.



## **WATER & WASTEWATER UTILITIES DIVISION WALK THRU CHECK LIST**

### **Fire Hydrants**

- Check physical appearance of hydrant.
- Check to see if hydrant is put together properly.
- Is hydrant level?
- Check Cap threads
- Check for proper thread type at nozzles.
- Operate Hydrant with Caps on. Must use a hydrant wrench.
- Operate Hydrant with Caps off. Must use a hydrant wrench.
- Check to ensure proper operation of weep holes.
- Inspect hydrant valve - valve nut or extension maximum 48" below grade.
- Operate hydrant valve to ensure proper operation.
- Hydrant shall be painted yellow in right-of-ways or easements.
- Hydrant valve stack lid shall be painted red.
- 2' x 2' Concrete valve pad around valve, or if in pavement, a 2' x 2' Block-out.
- Check for proper grade of valve stack and pad.

### **Mainline Valves**

- Valve stacks shall terminate at grade in a fully adjustable section. Ductile iron lower sections are acceptable.
- Water bacteriological samples shall be taken by contractor, tested and approved before main is turned on by the Water Utility Division.
- Valve stack lids shall be painted blue.
- Inspect valve - valve nut or extension maximum 48" below grade.
- Ensure tracer wire in valve stack is accessible and intact.
- 2' x 2' Concrete valve pad around valve, or if in pavement, a 2' x 2' Block-out.
- Check for proper grade of valve stack and pad.
- Operate valve to ensure proper operation.

### **Meter Boxes and Water Meter Setters**

- Check box for proper grade and location.
- Check lid for proper operation of lock.
- Check meter (setter) for proper height.
- Check to ensure that both curb stops are accessible and can be operated with turn-off wrench.
- Check meter loop for proper size, type and alignment.
- Need to be able to see all pipe fittings in box.
- Check for proper water flow.
- Check for proper embedment.





### **Sanitary Sewer Manholes**

- Contractor shall clean all lines and manholes, mandrel test, air test and TV. Contractor shall provide VHS tape or DVD to the City with a print out of all services identified by footage.
- Check manhole rim for proper grade and elevation.
- If manhole is in pavement, a 4' x 4' block-out is required.
- Remove manhole lid: check ring alignment with top of cone and proper placement of chimney seal
- Check for stainless steel rain pan.
- Check invert in manhole to insure proper alignment of pipes. Invert should be clean and free of standing water, waste and debris.
- Main line and individual lot clean outs shall be checked for proper slope and installation, type of material and approved "y" at 4" clean-out.
- Lot clean outs shall be green SDR sewer pipe with a cleanout tee and 12"x12" concrete pad poured at ground level.

### **Miscellaneous**

- Bacteriological testing is required on all new water mains and fire lines.
- Bacteriological testing is to be witnessed by the Construction Inspector and taken to an approved Lab.
- All blow-offs for mains shall be covered with meter boxes and set at proper grade and shall not be installed in a paved area.
- All water/sewer system components shall be properly painted and their location marked on the curb adjacent to their placement as follows:

Blow-off: "BOV" in Blue Paint

Blow off valve box lid painted blue

Water Mainline Valve Stack Lid: "MLV" in blue paint

Waterline Stub Out Valve Stack Lid: "SOV" in blue paint

All Waterline Valve Stack Lids Painted Blue

Domestic Water Meter Box: "WD" in blue paint

Domestic Water Meter Box Lid and Check Valve Box Lid Painted Blue

Irrigation Water Meter Box "WI" in blue paint

Irrigation Water Meter Box Lid and Check Valve Box Lid Painted Blue

Fire Hydrant: yellow paint in R.O.W. or easement; red paint for private hydrants

Fire Hydrant Valve stack cap: "FHV" in red paint

Manholes: "MH" in green paint

Sewer Service: "S" in green paint

Sewer Clean-out: "CO" in green paint

All letters two (3") inches high, stamped or cut into curb face

Tracer tape on all sanitary sewer mains

Blue tracer wire #12 on all water mains.



Note: Ground adjacent to water valves, meter boxes, blow-offs, meter vaults, sanitary sewer clean-outs and manholes located within the parkway or in the median shall meet a grade of 1/4" per foot from the back of the curb line (top of curb).



## **STREET AND TRAFFIC DIVISION WALK THRU CHECK LIST ITEMS**

### **Pavement**

- Check physical appearance of pavement.
- Check for proper surface finish.
- Check for proper flow of storm water across pavement surface to storm drainage structures.
- Check for proper sealing of joints.
- Drive / ride ability.

### **Traffic Control**

- Check traffic signal poles for proper height, plumb and proper torquing of fasteners.
- Check mast arms for proper length, road clearance and vibration damping devices, if required.
- Check for proper number and type of signal heads.
- Check signal heads for proper horizontal and vertical aim.
- Check signal heads for proper road clearance.
- Check street signs for location, level and clearance.
- Verify that all signage is installed according to the engineering plans. Check spelling.
- Check opticoms, video detection units and confirmation lights for proper location and aim.
- Check traffic signal controller and cabinet for proper installation, orientation and operation.
- Check signal controller battery back-up for proper operation.
- Check wiring for proper gauge, type, color and grounding.
- Check ground boxes for proper installation, size, type and grade.

### **Pavement Markings**

- Check pavement markings for proper type, location and quantity.
- Verify that traffic buttons are installed according to the City of Coppel Standard Construction Details, latest version.
- Check lane widths.



## **WATER UTILITIES DIVISION BACKFLOW PREVENTION PROGRAM**

### **REQUIREMENTS OF THE ORDINANCE**

Effective January 1, 1996

1. All newly installed Backflow Prevention Devices must be tested by a Backflow Prevention Device Tester upon installation and before inspection can be released. (list of testers available upon request).
2. Backflow Prevention Device Testers must be certified by the State of Texas and registered with the Water Utilities Division of the City of Coppel. In order to be registered the tester must pass a practical testing exam administered by the Water Utilities Division, must show proof of liability insurance in the amount of \$1,000,000.00 and pay a \$75.00 annual fee. If a tester is registered with another city, Coppel may consider that registration, but the decision will be made by the Water Utilities Division Superintendent. A backflow prevention device tester does not have to be a plumber or an irrigator.
3. Customer Service Inspection for cross connection control must be completed on any new plumbing system, or any correction or addition to plumbing systems before a c/o (certificate of occupancy) can be issued. Also, on any non-residential water services being transferred.

The cost of Customer Service Inspections is as follows:

New Construction - no charge

Any plumbing improvement requiring a permit - Residential \$20.00,

Non-Residential \$40.00

All Others (Including non-residential water service transfers) - Residential \$20.00

Non-Residential - \$40.00

4. All Backflow Prevention Devices must be registered with the Utilities Division annually at a cost of \$15.00. Each of these devices must also be tested annually by a Certified Tester.
5. The Water Utilities Division will maintain a current inventory on all backflow prevention devices.
6. When customer service inspection forms are completed, a copy goes to the owner/builder, the Utilities division and Inspections division.
7. Two types of Testers are recognized:
  - General - can test any device except Fire lines
  - Fire line Tester - can only test Fire line devicesA Fire line Tester must be a certified tester and be employed by a fire Sprinkler Company.



8. Prior to water service being granted to any customer, a Customer Service Agreement must be signed by the person making application with the City.

If you have any questions, contact the Water Utilities Division at 972/462-5155.



**WATER UTILITIES DIVISION  
METER ISSUANCE / WORK ORDER**

Date: \_\_\_\_\_

Company/Representative: \_\_\_\_\_

Project Name: \_\_\_\_\_

Location of Meter: \_\_\_\_\_

Billing Account Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ D.L. # \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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Domestic Mtr. # \_\_\_\_\_ Size: \_\_\_\_\_ Reading \_\_\_\_\_ Deposit Amt. \_\_\_\_\_

Domestic Mtr. # \_\_\_\_\_ Size: \_\_\_\_\_ Reading \_\_\_\_\_ Deposit Amt. \_\_\_\_\_

Irrigation Mtr. # \_\_\_\_\_ Size: \_\_\_\_\_ Reading \_\_\_\_\_ Deposit Amt. \_\_\_\_\_

Irrigation Mtr. # \_\_\_\_\_ Size: \_\_\_\_\_ Reading \_\_\_\_\_ Deposit Amt. \_\_\_\_\_

Fire Line Mtr. # \_\_\_\_\_ Size: \_\_\_\_\_ Reading \_\_\_\_\_ Deposit Amt. \_\_\_\_\_

Fire Line Mtr. # \_\_\_\_\_ Size: \_\_\_\_\_ Reading \_\_\_\_\_ Deposit Amt. \_\_\_\_\_



**WATER UTILITIES DIVISION  
METER ISSUANCE / WORK ORDER**

Temporary Mtr. # \_\_\_\_\_ Beginning Reading \_\_\_\_\_ Deposit Amt. \_\_\_\_\_

**TEMPORARY METERS: \$1,400 DEPOSIT REQUIRED**

- . Applicant shall return the meter to 816 S. Coppell Road when completed with project. Cost of any repairs or replacements necessary shall be billed on the final statement or deducted from the deposit.
- . Applicant is responsible for winterizing all temporary construction meters and components to protect them against any damage due to freezing temperatures.
- . Customer is not allowed to move or relocate a meter to different jobs/projects. Only yellow City Fire Hydrants may be used. Customer must call 972-462-5150 to report a reading. The City is not responsible for any stolen property under any conditions.
- . The City will deposit the \$1,400 upon receipt. The current, minimum monthly water bill shall be \$48.40, which includes the first 1,000 gallons used. All water in excess of 1,000 gallons will be \$2.60 per 1,000 gallons. (Minimum charges are subject to change.) Monthly payment is due by the 5<sup>th</sup> of each month. If payment is not received by this date, there will be a penalty of 10% assessed to the total balance.

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Water Tap \$ \_\_\_\_\_ Sewer Tap \$ \_\_\_\_\_ Meter \$ \_\_\_\_\_ Final Inspection \$ \_\_\_\_\_



**WATER UTILITIES DIVISION  
WATER ISOLATION REQUEST AND/OR METER RELOCATION**

The following information must be provided in order to allow isolation of any part of the City of Coppell water system. This form must be completed and submitted to the Water Utilities Division for processing forty-eight (48) hours prior to the date the isolation and/or relocation is requested.

Today's Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Project: \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Area Affected (Street, Block,  
No.): \_\_\_\_\_  
\_\_\_\_\_

**DATE REQUEST IS NEEDED:**

Time Off: \_\_\_\_\_ a.m./p.m.  
Time On: \_\_\_\_\_ a.m./p.m.  
Water Main Size: \_\_\_\_\_ inches  
Water Service Size: \_\_\_\_\_ inches

If water customers of the system will be affected, contractor shall provide a list of each of those business or residential structures affected.

\* Note: The City of Coppell Water Utilities Division shall perform all water line shut - downs.

Contractors are not permitted to turn any valves in the system.

Signed: \_\_\_\_\_  
Contractors Representative Date

Printed Name: \_\_\_\_\_

**FOR METER RELOCATION ONLY:**

Date \_\_\_\_\_ Amount of Payment \_\_\_\_\_ Initials \_\_\_\_\_

\* (Attach work order for relocation only)





**WATER UTILITIES DIVISION**

DATE: \_\_\_\_\_

Due to construction work being done in your area, the water will be turned off on the following day(s):

\_\_\_\_\_

From \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

If you have questions or concerns, please contact the Water Utilities Division at 972-462-5150.

We appreciate your cooperation and understanding with regard to this matter.

Sincerely,

Michael Garza, P.E.  
Assistant Director of Public Works

Coppell Road Service Center  
816 S. Coppell Road  
Coppell, Texas 75019



**CITY OF COPPELL ENGINEERING DEPARTMENT  
LIST OF APPROVED PRODUCTS AND MATERIALS  
FOR PUBLIC WORKS CONSTRUCTION**

The City of Coppell Engineering Department List of Approved Products and Materials for Public Works Construction includes the following items:

**Water Service**

- Water Valves up to 12”
- Fire Hydrants
- Meter Boxes
- Meter Setters
- Water Services
- Water Service Fittings
- Water Lines
- Pipe Fittings
- Meter Vaults
- Double Detector Check Assemblies
- Tapping Saddles and Sleeves
- Corporation Stops
- Curb Stops

**Sanitary Sewer Service**

- Rain Pans
- Chimney Seals
- Clean-outs
- Sewer Lines
- Non-Shear Type C-T Adapters

**Streets and Traffic Control**

- Traffic Controllers
- Video Detection
- Lane Channelization
- Pavement Markings



**CITY OF COPPELL ENGINEERING DEPARTMENT  
LIST OF APPROVED MATERIALS AND PRODUCTS  
FOR WATER SERVICE**

**NOTE:** The use of brands, models and or materials other than those listed must be approved by the City engineer on a case by case basis.

**Water Lines**

- Blue #12 tracer wire, 1 ft. above pipe
- PVC pipe- Blue in color
- 10” and smaller: Class 200 DR-14
- 12” and larger: Class 150 DR-18
- Ductile Iron - Class 51 (For 16” and larger lines) with poly sleeve

**Pipe Fittings**

- Full size ductile iron meeting AWWA C121 and of domestic origin. Compact size ductile iron meeting AWWA C121 and of domestic origin can be used only with the approval of the City Engineer.
- Mega-lug or anchor couplings used at fire hydrants, valves, and all ductile iron fittings.

**Water Valves (Up to 12” in Size)**

Resilient seat inline gate valves, flanged or MJ connection:

- Waterous 500 R.W. Epoxy Coated
- Mueller - RS
- Clow - R.W.
- AVK - R.W.

**Tapping Saddles and Sleeves**

- PVC pipe service taps shall be installed with a double flat-strap, all bronze “CC” threaded tapping saddle.
- Tapping sleeves shall be stainless steel with stainless steel nuts.
- Ductile iron pipe service taps shall be threaded directly into the pipe wall.

**Water Services**

- All service lines shall be 1” min. to 2” max. type “K” soft copper tubing or CTS SDR9 200 NSF Poly Tubing with compression connection fittings.
- All connections shall be threaded, flanged, or compression.
- Materials other than bronze, brass, or copper shall not be permitted.
- Bullhead type services shall be used only with approval of the City Engineer.



### **Water Service Fittings**

- Ford
- Mueller

All pipe fittings within the meter or double check setting shall be bronze and/or copper.

### **Corporation Stops**

- All corporation stops shall be bronze compression by “CC” thread and equipped with lock wings.

### **Curb Stops (prior to meter setter)**

- Curb stops shall be all bronze ball valve, compression by male or female iron pipe thread (1” thru 2” curb stops shall be angle stops) and equipped with lock wings.

### **Meters**

- All meters shall be purchased from the City of Coppel and shall meet City of Coppel specifications.
- All commercial, retail, and industrial meters shall be paid for by the contractor or builder and issued by the City Water Utilities Department (residential meters are issued by Building Inspections).
- Double check back-siphonage devices shall be Underwriters Laboratories approved. The device shall have test cocks for testing and shall be no higher than the center line of the meter and no lower than 6” below center line of the meter.
- All back-flow devices must be tested by a certified tester, approved by the City of Coppel, with the test results being forwarded to the Water Utilities Division.

### **Meter Boxes**

- Bass and Hayes plastic box with cast iron ring and plastic lid.

### **Fire Hydrants**

- Waterous Pacer - WB67-100
- Mueller - Super Centurion 250
- Clow

### **Meter Vaults**

- See City of Coppel Standard Construction Details, latest version.

### **Double Detector Check Assemblies for Fire lines**

- The City of Coppel will not be furnishing double detector check valve assemblies for commercial and industrial fire line use. The responsibility for furnishing these assemblies will fall upon the developer or his designee and shall be per the City of Coppel Standard Construction Details.



**The City of Coppel will accept three brands of double detector check assemblies:**

- 1) The preferred assembly will be a Series 774DCDA or a Series 774XDCDA manufactured by *Watts Regulator Company*;
  - 2) Series 3000SS or Series 3000SE manufactured by *Ames Fire and Waterworks*; and
  - 3) Model 856 manufactured by *Febco Backflow Prevention*.
    - **No other assemblies will be accepted.**
- All applicable City specifications and details must still be met.
  - City Inspectors will ensure that assemblies are of the proper type and installed correctly.



**CITY OF COPPELL ENGINEERING DEPARTMENT  
LIST OF APPROVED MATERIALS AND PRODUCTS  
FOR SANITARY SEWER SERVICE**

**NOTE:** The use of brands, models and or materials other than those listed must be approved by the City engineer on a case by case basis.

**Sewer Lines**

- Green tracer tape 1 ft. above pipe
- PVC SDR pipe- Green in color
- 8” thru 12” lines : SDR 35 to 15’ bury depth
- 8” thru 12” lines : SDR 26 over 15’ bury depth
- 14” and larger: PVC pipe (types approved on individual basis)

**Rain Pans**

- S.S.I. Sewershield (stainless steel) custom rain pan. custom rain pan

**Chimney Seals**

- Cretex-Internal chimney seal
- External Heat Shrink Seal (With City approval)

**Clean-Outs**

- Bass and Hayes #404 for areas where vehicle traffic is expected
- ATL-1504 or #404 (Plastic) for areas not considered vehicle traffic areas
- Clean Out Tee – Ferguson 4” Combo Part # pdwcombo  
Morrison 4” Combo Part # 32022

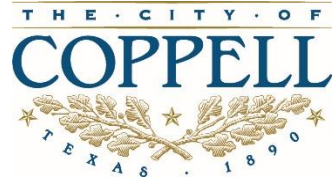
**Sewer Line Tapping Saddle**

- PVC with stainless steel straps

**Wastewater Access Device**

- ATI

Non shear couplings shall be used on sewer lateral connections.



**CITY OF COPPELL ENGINEERING DEPARTMENT  
LIST OF APPROVED MATERIALS AND PRODUCTS  
FOR STREETS AND TRAFFIC CONTROL**

Please contact George Marshall, P.E. Engineering Manager for the City of Coppel at 972-304-3562 or email [gmarshall@coppelltx.gov](mailto:gmarshall@coppelltx.gov) for a current list of approved materials.



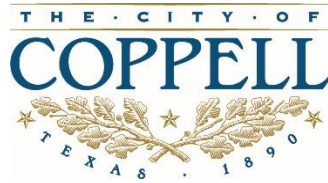
## **Record-Drawing Submittal Procedures**

*Record drawings—Subdivision* . Prior to final acceptance by the city of the public improvements in the subdivision, the engineer for the developer shall submit to the engineering department an electronic set in forms established by the city engineer of paving, drainage, water, wastewater and other improvements showing all changes made in the plans during construction and containing on each sheet an "record drawing" stamp bearing the signature of the engineer and the date stating that the public improvements have been built in accordance with the approved construction plans. The developer shall also provide filed copies of any off-site easements, unless otherwise noted within the subdivision ordinance. Each "record drawing" sheet shall show all changes made in the plans during construction, and on each sheet, there shall be a "record" stamp bearing the signature of the engineer and date. Detailed requirements for such drawings are available from the city engineer.

1.

If the design of the public improvements was computer generated, an electronic copy in a format designated by the city engineer shall be submitted containing all improvements that can be transferred to the city's data base.





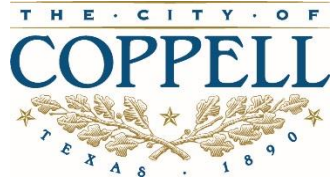
### **Common Record-Drawing Submittal Pitfalls**

The City of Coppel Engineering Department will make every effort to assist in the successful submittal of engineering Record-Drawings. It is understood that every project has its share of complications; however, the following “reasons” for incorrect or non-existent Record-Drawings are unacceptable:

- The drawings were sent to the “City”. *(Submittals must be sent to the Engineering Department accompanied by a submittal letter).*
- The drawings were sent to the architect. *(Submittals must be sent to the Engineering Department accompanied by a submittal letter).*
- The drawings were sent to the owner. *(Submittals must be sent to the Engineering Department accompanied by a submittal letter).*
- The drawings were sent to the contractor. *(Submittals must be sent to the Engineering Department accompanied by a submittal letter).*
- Record-drawings were not in the contract. *(Record-Drawings must be submitted and approved before acceptance of a project).*
- The project is on private property. *(Even a project which is constructed entirely on private property can contain elements which fall within the jurisdiction of the Engineering Department, i.e.: Public utility taps/tie-ins, paving, accessibility, utility conflicts, easements and R.O.W.).*
- “We gave them to somebody.” *(This is where the submittal letter comes in handy. It would show to what department the drawings were delivered and who signed for them).*

### **Summary**

Record-Drawings are essential to the maintenance of the City’s municipal infrastructure database. Public works departments, developers, contractors, consulting engineers, government agencies, police and fire departments, educators and citizens all depend on Record-drawing information. Accurate and complete data is essential to reducing errors, mis-information and utility disruptions.



Thank you in advance for your cooperation.

City of Coppell  
Engineering Department  
255 Parkway Blvd.  
Coppell, TX 75019  
972/304-3679  
[engineer@coppelltx.gov](mailto:engineer@coppelltx.gov)

[www.coppelltx.gov](http://www.coppelltx.gov)

#### DISCLAIMER

The attached information is for use at the recipient's own risk. The City of Coppell makes no warranty, express or implied, as to the accuracy or usability of the information for any given purpose.

Information or intellectual property, which is deemed proprietary, shall be used only with the permission of the originator.

Record drawings are based on information provided by others. The City of Coppell shall not be held responsible for any errors, omissions or additions which may be incorporated herein as a result.



## **Maintenance Bond, Erosion Control Bond, and Final Acceptance**

A.

*Maintenance bond and erosion control bond* . After completion of all items required by this subdivision ordinance, city standards, and in the plans and specifications, the developer's contractor shall submit to the city a maintenance bond in the amount of 50percent of the contract amount guaranteeing workmanship and materials, of all public improvements, for a period of two years from the date of final acceptance by the city. The city engineer or his designated agent shall verify that all items have been completed, including the filing of the plat and all related easements and documents, payment of pro rata fees for water and wastewater services, payment of required water and wastewater and roadway impact fees, etc. The city engineer shall conduct a final inspection/walk through of the project and, if all work is found to be acceptable, including all applicable requirements in accordance with the city's subdivision ordinance, floodplain management ordinance, and development handbook prior to issuing a letter of acceptance. If the work is not acceptable and/or items not submitted by the applicant/developer, a "punch list" of items to be completed will be given to the applicant and/or contractor as applicable. Additional inspections/walk through(s) will be scheduled as needed until the work is acceptable. For residential subdivisions, an erosion control bond in the amount of 50 percent of the contract amount for erosion control will be required for a period of two years or when 80 percent of the subdivision has been built, whichever comes first.

B.

*Final acceptance* . Acceptance of the subdivision shall mean that title to all dedicated improvements is vested in the City of Coppell. The developer and his contractors shall, however, be responsible for a period of two years to repair any defects in the accepted dedicated improvements that are covered by the maintenance bond.

1.

The city hereby defines its policy to be that the city will withhold all city services or improvements of whatsoever nature, including the maintenance of streets and the furnishing of sewage facilities and water service from all additions, until all public improvements have been inspected and accepted by the city.

2.

The city shall withhold the issuing of a building permit for any building in the city on newly subdivided parcel of land until all the requirements of these regulations have been complied with, including installation and acceptance by the city of all water, wastewater, drainage, paving, sidewalks, hike/bike trails, street lights, underground electric, and erosion control improvements for the area designated including requirements imposed as part of the subdivision and zoning approval, except herein provided.



3. For residential subdivisions, the city engineer may release to release portions of the subdivision for building permits in accordance with [section 13-5-13](#).
4. Final certificate of occupancies or inspections shall not be issued until final acceptance of the subdivision and its improvements by the city engineer have been issued.



## ONLINE ACQUISITION GUIDE

The City of Coppell Standard Construction Details can be located at:

<http://www.coppelltx.gov/government/departments/engineering/engineering-development-tools>

The City of Coppell Erosion and Sedimentation Control Ordinance can be located at:

<http://www.coppelltx.gov/government/departments/engineering/engineering-development-tools>

The City of Coppell Noise Ordinance can be located at:

[https://library.municode.com/tx/coppell/codes/code\\_of\\_ordinances?nodeId=CO\\_CH9GERE\\_ART9-13ANISCO](https://library.municode.com/tx/coppell/codes/code_of_ordinances?nodeId=CO_CH9GERE_ART9-13ANISCO)

The City of Coppell Tree Preservation regulations can be located in the *Zoning Ordinance, Chapter 12* containing regulations including, but not limited to: permitted uses, height, area, density, landscaping, **tree preservation**, screening, and signage. (Be advised, this is a large document and will take some time to load.) An online version of the ordinance is available at [www.municode.com](http://www.municode.com)

### City Departments web and email addresses:

<http://www.coppelltx.gov/government/departments/engineering>  
[engineer@coppelltx.gov](mailto:engineer@coppelltx.gov)

<http://www.coppelltx.gov/government/departments/environmental-health>  
[evhealth@coppelltx.gov](mailto:evhealth@coppelltx.gov)

<http://www.coppelltx.gov/government/departments/parks-recreation>  
[Parks@coppelltx.gov](mailto:Parks@coppelltx.gov)

<http://www.coppelltx.gov/government/departments/planning>  
[planning@coppelltx.gov](mailto:planning@coppelltx.gov)

<http://www.coppelltx.gov/government/departments/streets>  
[streets@coppelltx.gov](mailto:streets@coppelltx.gov)

<http://www.coppelltx.gov/government/departments/traffic>  
[streets@coppelltx.gov](mailto:streets@coppelltx.gov)

<http://www.coppelltx.gov/government/departments/utility-operations>  
[utility@coppelltx.gov](mailto:utility@coppelltx.gov)