

Township of
Langley



Est. 1873

**GUIDELINES TO CONTRACTOR
AND CONSULTANT**

PROJECT NO. _____

(Revised December 17, 2020)

THE CORPORATION OF THE TOWNSHIP OF LANGLEY
CONSTRUCTION CONDITIONS AND INFORMATION

The following information is intended to serve as a guideline for the Contractor. The Contractor shall familiarize himself with the Township of Langley Subdivision and Development Servicing Bylaw 2019 No. 5382 and the Master Municipal Construction Documents - 2009 Edition (Platinum Book).

GENERAL

1. The Contractor must have a complete set of approved engineering drawings as accepted by the Municipality. Any revisions to drawings must be approved by the Owner's Engineer who shall review any changes with the General Manager of Engineering, Municipality of Langley.
2. The Contractor shall have a copy of Langley's Subdivision and Development Servicing Bylaw 2019 No. 5382 and the Master Municipal Construction Documents - 2009 Edition (Platinum Book) on site at all times.
3. W.C.B. is to be notified prior to the start of construction. All Contractors working in the Municipality are responsible for compliance with the W.C.B. Industrial Health and Safety Regulations. This includes proper training and supervision of workers.
4. Construction may not commence prior to the issuance of F-1 "Permission to Construct" form. 48 hours notice shall be given to the Development Engineering Inspector prior to the initial construction commencement. The Development Engineering Inspector is to be notified at the start of construction and when work has been suspended for 72 hours or longer.
5. All essential services, (storm, sanitary, water, lot grading, road base asphalt, signage, temporary line painting and Parks trails to gravel stage) must be accepted by the Township of Langley prior to the issuance of Building Permits with the exception of show homes which may be constructed on 10% of the lots subject to the Owner/Builder acknowledging in writing that there be no request for occupancy/final inspection until all essential services have been accepted.
6. Residents who may be affected by the proposed construction are to be notified ***in writing*** by the Contractor as to their construction schedules and shall be supplied Contractor's phone numbers prior to scheduling the start of construction (minimum 48 hours).
7. Signs indicating that wildlife may be crossing the road and to use caution shall be posted by the developer on both sides of any road adjacent to the development during the clearing and excavation of the site. Signage shall be constructed in accordance with the following Township of Langley standard (See Attachment A).
8. The Owner and Contractor will be held responsible for the repair of any damage to existing works or services or nuisance caused by construction equipment / trucks hauling materials to or from the site. ***This may require cleaning by sweeping the roads on a regular basis. (Ref. clause GC4.14.)***

9. Should it become necessary for the Development Engineering Inspector to issue instructions regarding unacceptable construction practices, they will be issued to the Owner's Engineer, with a copy to the Contractor's representative on site and will state:
 - a) What requirements or specifications they are to conform to.
 - b) A minimum time limit for compliance.
 - c) What action will be carried out, should they fail to comply.
10. Removal or depositing of fill on any park land without written permission from the Director of Recreation, Culture and Parks is not permitted. It is the Contractor's responsibility to ensure that no material from excavations is placed on private property within the Agricultural Land Reserve unless the property owner has the benefit of a Letter of Approval from the B.C. Agricultural Land Commission and a permit issued by the Township of Langley as required under the Soil Conservation Act.
11. Adequate traffic control is to be maintained at all times when working on Municipal rights-of-way (signs, flashers, barricades, flag persons, etc.). A Highway Use Permit must be obtained from the Engineering Department prior to commencing work on a Municipal road or right-of-way. The Contractor will be required to provide proof of insurance to municipal requirements naming Township of Langley as a co-insured prior to the Highway Use Permit being issued. **Note: Truck transfer and parking areas are to be included in the Highway Use Permit.**
12. The general Contractor and all sub-contractors must have a valid Township of Langley Business License when working on any project in the Township of Langley.
13. Should the work area have Coast Mountain bus stops which would be affected by the Works; the Contractor shall contact Mr. Adam Wisniowski @ 604.953.3052 to review with him their requirements at least one week prior to required removal or relocation of posts, signs, etc. (Bus stop shelters are privately owned by: Pattison Group, Contact Don Higginson (604.473.4056) or Media Com, Contact Dave Struthers (604.502.9979))
14. Stockpiling of construction materials adjacent to traveled portions of existing streets or roads is not permitted. No construction materials or equipment are to obstruct flow of traffic or sightlines without permission through a Highways Use Permit and proper traffic control management.
15. Where proposed cuts or fills will encroach on private property, proof of registered rights-of-way or working easements will be required prior to construction commencement.
16. Project's drainage shall not be directed onto private property without written approval of the owners.
17. The Contractor is responsible for testing in accordance with the Township of Langley Subdivision and Development Servicing Bylaw 2019 No. 5382 Schedule "C" (Construction Requirements and Specifications) and the MMCD 2009 Edition (Platinum Book) specifications. The Municipality **MAY** undertake random testing of services or materials, as deemed necessary to ensure compliance with Municipal specifications. A 2-year maintenance period may be issued for an incomplete testing submission.
18. All excavations are to be backfilled daily
19. The General Contractor is responsible for ensuring that all sub-contractors' work is performed to Langley's Standards and Specifications.

20. On written request from the Owner's Engineer, the Township of Langley will perform a substantial completion inspection. **Note: the Owner's Engineer must supply a copy of the most recent deficiency list provided to the Contractor with the request for substantial completion letter.** If required, a deficiency list from the Development Engineering Inspector will be provided to all parties concerned. Substantial Completion and the beginning of the one-year maintenance period will come into effect only when all noted deficiencies are corrected and the Certificate of Substantial Completion is issued.
21. The Township's Development Inspector will perform deficiency inspections on written request from the Owner's Engineer. **The Owner's Engineer shall submit a certified letter that must indicate that all outstanding deficiencies from the Township's deficiency list have been inspected and confirmed complete by the Project Engineer or his designated representative.** The letter must also list each deficiency item and indicate the status of the deficiency and how it was resolved. A \$200 re-inspection fee will be applied if all deficiencies have not been completed at time of inspection. Fees must be paid prior to scheduling another inspection.
22. Only approved materials and equipment as indicated on the approved drawings, in the Municipal Supplementary Specification Materials list and Master Municipal Construction Documents are to be utilized in the work.
23. Prior to issuance of building permits the Owner's Engineer shall submit certified lot grading and individual lot siltation control plans (3 copies).
24. Swales are considered part of the lot grading and must be complete before building permits can be issued. Swales shall be maintained during the maintenance period by the Owner and/or house builders.
25. Insurance to Municipal requirements must be maintained in force until issuance of the Certificate of Acceptance by the Municipality.
26. The Owner's Engineer's responsibility does not end until all deficiencies have been corrected and the Certificate of Acceptance is issued by the Municipality.
27. The Owner's Engineer shall request bond reductions (**minimum 30 days between requests**) of the Owner's security deposit by supplying the Development Engineering Inspector a signed and sealed copy of the Security Deposit Summary Sheet marked up to show percent of work completed. Calculations are not required.
28. Record drawings shall be submitted within 60 days of the Certificate of Substantial Completion being issued. Streetlight/electrical drawings shall not be submitted separately. The security deposit reduction to the minimum level will not be processed until these drawings are finalized.
29. Prior to Substantial Completion the Owner/Contractor shall submit the Provincial Electrical Inspectors Certificate of Inspection and completion memos from B.C. Hydro and Telus indicating that they have inspected and accepted their works as installed. **Security Deposit Reductions for B.C. Hydro and Telus services cannot be processed until acceptance letters are received from these utilities. A 50% reduction may be processed for the streetlights once the bases and poles have been installed.**

STORM AND SANITARY SEWERS

1. Existing drains from private properties shown on drawings or located during construction shall be tied into the new storm system when infilling ditches or passing existing properties.
2. All new sewer lines to be tied-in to existing lines must be plugged until they are tested and flushed.
3. All storm and sanitary mains and service connections shall be video inspected as per Township Bylaw 5382, Schedule C, Section 33 40 01, Clause 3.12 and Section 33 30 01, Clause 3.18. (Video inspections shall be submitted on DVD, CD-R, or USB in WMV format with the hard copy report).
4. All new catch basins castings are to be installed at the base asphalt elevation. The curbs and gutter elevations may be adjusted up to 1.5m on either side of the catch basin to match the catch basin elevation.

ROADS

1. During construction, particular attention shall be given to recommendations of the Engineer's Soils Report.
2. River sand is not permitted for use as trench backfill or road base material unless otherwise authorized by the Municipal Engineer.
3. Pipe bedding and surround material shall be Type 1 and installed in accordance with MMCD G5 unless otherwise authorized by the municipal engineer.
4. The Owner's Engineer/Contractor shall notify the Development Engineering Inspector once the project is ready for signage installation by Township forces. All traffic signs and temporary line painting must be installed prior to opening new roads.
5. Temporary line painting is to be placed by the Owner's Contractor immediately after the base asphalt has been installed. The Owner's Consultant shall notify the Development Engineering Inspector once the asphalt overlay has been placed for the installation of final line painting by Township crews.
6. The contractor shall maintain vehicle traffic on paved asphalt at all times during road construction unless otherwise authorized by the Municipal Engineer.
7. All road crossings in existing roads are to be hot patched immediately. Gravel fill and cold mix asphalt is not acceptable as a temporary measure and hot mix asphalt must be placed by the end of the working day (See attached details TLR24, TLR25, TLR26 and TLR27 from the Townships Pavement Cut Policy). **Owner is responsible for replacing any existing road markings/line painting that has been removed due to construction. Temporary markings are to be placed immediately in this case.**
8. The Township of Langley's Pavement Cut Policy shall apply to all road crossings or trenches on existing asphalt.

9. The Owner's Contractor is to notify the Township's Pavement Technologist (**Grant Easingwood 604.532.7358**) two weeks prior to commencement of all road crossings or trenching over existing roads for inspection purposes. Where the Owner's Contractor fails to provide sufficient notice, a non-refundable "Penalty Charge" will be charged to the Owner.
10. Where the Owner's Contractor fails to repair a utility cut when notified to do so in a timely manner, and the Township undertakes to perform the repairs, an "Urgent Pavement Repair Fee" will be charged to the Owner.
11. The final lift of asphalt will not be installed until 90% of building construction is completed and all asphalt base repairs and damaged curb and gutter sections have been repaired. The Development Engineering Inspector shall be notified a minimum of 72 hours prior to installation. Core and density testing and Marshall mix design sheets are to be submitted prior to release of bonding.
12. The Township does not permit the use of riser rings on collector or arterial roads.
13. Benkelman Beam testing on the granular base materials is required to confirm compaction of base and sub-base prior to paving. Asphalt paving shall not commence until base has been approved by the Owner's Engineer. **The Owner's Engineer and Development Engineering Inspector must be notified a minimum 72 hours prior to paving.**
14. Density tests on trench back fill, base for curb, sidewalk, walkways, accesses, etc. are required as outlined in clause 7.18.02 of the Subdivision and Development Control Policy Section.
15. Asphalt testing shall be done in accordance with MMCD 2009 (Platinum Edition) Section 32 12 16 Clause 1.5 and Supplementary Specifications Section 32 12 16.S.
16. Sidewalks shall be poured to the required thickness; 120 mm and 100 mm respectively behind rollover and barrier curb. Sidewalks not complying with the required thickness will be rejected. Expansion joint filler is required between the curb and sidewalk as per MMCD Spec Section 03 30 20 Clause 3.11, MMCD drawings C1, C2, C3 and the Supplementary Specifications. Clean all mortar off curb and gutter from sidewalks pours. Parks meandering sidewalks shall be inspected by the Green Infrastructure Services prior to placing concrete or asphalt.
17. Where medians and traffic islands are to be installed, the Contractor shall notify the Engineering Department prior to installation to go over signage, temporary line painting and safety requirements.

WATER

1. Under no circumstances are Developer's Contractors allowed to perform work, tamper or interfere with any part of the water system under municipal jurisdiction.
2. Services required to be installed by Municipal forces shall be laid out for line and grade by the Owner's Engineer. The Development Engineering Inspector shall be notified in writing when ready for installation by Municipal crews. **Note: the Owner is responsible for maintaining the trench and temporary patch placed by the TOL crew. Replace the temporary patch with a permanent patch when weather permits.**

3. The contractor is not permitted to install service connections from the property line to existing water mains unless prior permission has been obtained from the Operations Department.
4. Test results must be submitted to the Building Department for the on-site water system prior to Township forces installing service connections for multi-family, commercial, industrial and institutional buildings.
5. The contractor is responsible for coordinating all tie-in works with Township forces. Contact the Township's Construction Superintendent (**Kregg Froh 604.532.3534**) from the Engineering Department for scheduling of all tie-in works by Township forces.
6. Fire hydrants are to be equipped with "Storz" type quick connectors and shall be painted Black, side ports painted white with red body and cap using marine enamel, applied by brush. Prior to painting, clean and remove all loose paint, dirt, grease, etc. Municipal crews will service all hydrants installed by the Owner's Contractor. Cost of repairs required will be billed to the Owner.
7. New mains must be in-line with the existing water main and installed within 1 to 1.5 metres away from the existing main. The existing main must be exposed to ensure proper elevations are met. **Operations must be notified prior exposing any live water main.**
8. New mains will be tied into existing mains by the Township of Langley only after passing the pressure test, the 24 hour chlorination period and receipt of bacteriological tests in accordance with AWWA C651-86, all as witnessed by the Owner's Engineer or independent testing agency, and results submitted to the Development Engineering Inspector. Testing done by Contractor's personnel shall be witnessed by the Owner's Engineer and test results sheet signed and sealed by the Engineer responsible for the project prior to submitting to the Township.
9. PVC pipe joints shall conform to the revised MMCD clause 2.2.2.2: "It is mandatory that the push-on thickened bell and spigot type conform to ASTM D 3139 Clause 6.2 with single isomeric gasket to ASTM F477".
10. The Contractor shall ensure that all sections of mains have test points and temporary blow-offs.
11. Steps shall be taken to ensure that chlorinated water is not allowed to contaminate existing watercourses.
12. Owner's Engineer/Contractor shall ensure that hydrants are installed to the proper elevation prior to tie-in of mains by Municipal crews. (Bottom of flange approx. 50mm above design finish grade.)
13. Water services shall be installed as per drawing W2a and W2b of MMCD. Pipe shall conform to the requirements of Section 33 11 01 (2.5) of MMCD. Direct tapping of corporation stops is not allowed. Use double strap stainless steel saddles.
14. Record drawings shall indicate the make and model of all hydrants and water valves installed. Contact the water works department for information from works installed by Township forces.

TRAFFIC SIGNALS

1. If Traffic Signal Works are required, the Highways Use Permit must be amended two (2) weeks in advance of tentative signal works date. For coordination of installation your contact information is:
 - **Jerry Halldorson, Traffic Foreman (604.532.7314)** for electrical modifications/connections/hardware upgrades
 - **Erik Berg, Engineering Technologist (604.533.6147)** for software/signal programming/camera timing

EROSION AND SEDIMENT CONTROL

1. Siltation controls as shown on accepted drawings are to be installed prior to commencing construction. **All siltation and sediment controls are to be installed and maintained as to achieve the discharge water quality limits stated in the TOL ESC Bylaw No. 4381.** The Owner/Contractor will be responsible for regular maintenance.
2. Bobcat sweepers are not a substitute for mechanical street sweeping. Commercial grade mechanical sweepers must be used to clean roads.
3. If an ESC offence is a continuing offence and has been issued with a violation ticket on 5 instances within a 30 day period, a Notice to Comply (Bylaw Part IV Sec.12 b), d) and e) will be issued by registered mail. If the offence continues, the Director, Development Services or designate, will refer the item to legal counsel for further action.

NOTE:

Additional items discussed at the pre-construction meeting pertinent to this project will be included with the minutes of the pre-construction meeting.

We have read, understood, and agree with the above conditions and information:

DATE

CONTRACTOR

DATE

CONSULTANT

Attachment A

WATCH FOR WILDLIFE DEVELOPMENT	
1.	SIZE: 600 X 900 Double sided sandwich board.
2.	BACKGROUND: 3M HIP White or Equivalent
3.	INSET SIGN: 300 mm x 300 mm BACKGROUND 3M DG3 Fluorescent Yellow or Equivalent BORDER: 10 mm Inset, 10 mm Wide
4.	CORPORATE EMBLEM: Outline: Black Pantone 123 (Yellow) Pantone 286 (Blue) Pantone 341 (Green) EMBLEM FONT: 'Times', Bold - Pantone 286 (Blue)
5.	BLACK TEXT: Use Caution During Development Clearing - Swiss 721 Bold Condensed BT 45mm Please, - Brush Script Std Medium 45mm Prime Contractor; (and accompanying text) Swiss 721 Bold Condensed BT 20mm
6.	Include 3M anti-graffiti film or equivalent over sign if digitally printed or silk screened.
NOTES:	
i.	Contact Township of Langley, engineering department for Adobe Illustrator file.
ii.	Both sides of sandwich board are to be identical.

