

Figure 5-59:
KEY ELEMENTS FOR CONSTRUCTION ADMINISTRATION

Pre-Construction Planning:

- Set up bid contract to separate general contractor work and landscape contractor work.
- Establish specific qualifications for each discipline's work to ensure quality assurance in the contractor selection process.
- Ensure sufficient time and funding are available for the design team to complete an adequate construction administration process.

Demolition Phase:

- For retrofit projects, after sawcutting existing concrete or asphalt areas, inspect native soil conditions to determine if there needs to be any changes made to the imported soil mix. Also, check for any undetected utility lines or vaults.

Hardscape Construction Phase:

- Inspect forms prior to pouring concrete/asphalt elements to ensure accurate grades and elevations for conveying runoff into stormwater facilities.

Soil Preparation/Grading Phase:

- Make sure that soil preparation and grading activities are done in dry conditions without standing water on the soil surface.
- Excavate native soil to design depth, rototill any compacted soil during excavation.
- Till in imported topsoil mix with native soil conditions in 6 inch lifts. Finish topsoil grade 3 inches below final grade of the stormwater facility to account for a mulch layer.
- Check final grades of stormwater facility to assure that basin elevations and side slopes are built accurately. Make adjustments in field as necessary.
- Temporarily block off stormwater entrances, if possible, to protect the newly graded soil conditions from receiving stormwater flow.

Plant Installation Phase:

- Make sure that plant installation activities are done in dry conditions without standing water on the soil surface.
- If plants are installed in dry summer months, ensure that there is an irrigation source to water plants during the predetermined establishment period.
- Verify with contractor the correct plant species and quantities prior to the plants being delivered to project site.
- Apply specified mulch material to establish final grade of the stormwater facility.

Post-Construction Observation Phase:

- Visit project site often to determine if it is performing successfully. Look for any signs of erosion, poor plant health, lack of maintenance, prolonged periods of ponding of water, and inlet/overflow/checkdam malfunctions.
- Survey the general public to determine if the project is successful from a community perspective.