



PRE-GRADING MEETING

The Purpose of the Pre-Grading Meeting

The meeting provides an open forum for the discussion of the contractor's approved methods of construction; discussion of special problems such as buttresses or stabilization fills, existing landslide treatment, brush, tree, and rock removal and disposal methods, removal of alluvium and colluvium, subdrain locations and methods of construction, benching requirements, desilting basins, and discussions concerning conditions of the permit.

By participants developing strong communication and an understanding of the conditions, requirements, and specifications of the plan and permit during the meeting, anticipated problems are resolved through careful planning for safe application of geotechnical and grading construction techniques, prior to the actual commencement of grading work.

Participants in the Pre-Grading Meeting

The project coordinator should request the presence of the following principals at least 48 hours prior to the pre-grading meeting:

The owner/developer or representative, soils engineer, engineering geologist, design/civil engineer, grading contractor. Representatives of the City should include the building/grading inspector, public works inspector, the City's soils engineer and if applicable the grading quality control engineer and the project planner. There may also be requirements for paleontologist/archeologist and or biologist to be present.

Activities during the Pre-Grading Meeting

The building department representatives should review the plan, specifications; conditions of permit approval, and any problems peculiar to the site. Permitted hours of grading should be reviewed as well as issues associated with delivery and servicing of equipment. If the operation involves exporting of material, approved haul routes should be discussed as well as encroachment permit conditions such as flagmen lane closures and street cleaning. Special emphasis should be given to NPDES requirements, best management practices, erosion and siltation control. Attention should also be given to dust control requirements and planned methods for dust control. All parties should be advised that grading activities must be halted during wind events. Be sure to advise the contractor that erosion and dust control is a 24 hour, 7 day a week responsibility, even on days when no grading activity is occurring. The City should be given a 24 hour contact name and phone number for issues that arise during non-working hours. The project planner will discuss any mitigation measures that are required by the projects Conditions of Approval and/or Environmental Document.

The City's soils engineer should review the requirements of the soils report and discuss any anticipated issues that may be encountered during the grading operation.

During the pre-grading meeting, the grading contractor should discuss the type of equipment he intends to use, the size of the equipment spread, and the number of cubic yards of earth he proposes to move each day. This information allows the soils engineer to determine how many technicians will be needed to test and supervise the compaction and fill placement during construction. In addition, if the site conditions warrant geologic inspection and surveillance, a field geologist may be needed.