

# **ENGINEERING STANDARDS FOR PUBLIC WORKS CONSTRUCTION**



## **APPENDIX B Construction Checklists**

**Approved by Ridgefield City Council, Resolution 655  
October 10, 2024**

**Technical Changes Approved by Public Works Director/City Engineer  
February 6, 2025 and June 26, 2025**

# City of Ridgefield

## Preconstruction Conference Checklist

Project Name:

Permit Number:

Contractor\*:

WA State Contractor License #\*:

City of Ridgefield Business License Endorsement from WSDOR\*:

Date:

Time:

Meeting Location: PW Building  
487 S 56th Place  
Ridgefield, WA 98642

### **Introductions**

#### **City of Ridgefield:**

Development Inspector  
Building Official

#### **Contractor:**

### **General**

- Introductions
- Attendance Sign-off Sheet
- Printed Plans 22" x 34", or 24" x 36"

### **Engineering Standards, Volume 2, 1.03, Seasonal Limits:**

Special erosion control requirements are required from October 1 – April 30. Denuded soils must be covered within 48 hours of exposure.

\*Notify Permitting if determined after permit approval

## Contact List

### **Developer**

Name: Email: Phone:

### **Civil Engineer**

Name: Email: Phone:

### **Structural Engineer**

Name: Email: Phone:

### **Project Manager**

Name: Email: Phone:

### **Superintendent**

Name: Email: Phone:

### **Traffic Control Supervisor**

Name: Email: Phone:

### **Erosion and Sediment Control Lead**

Name: Email: Phone:

### **Project Surveyor**

Name: Email: Phone:

### **Geotech**

Name: Email: Phone:

### **Foreman**

Name: Email: Phone:

### **Emergency Contact**

Name: Email: Phone:

**Starting Date:** **Project Duration:**

## **City of Ridgefield Engineering Standards**

All work must conform to the City of Ridgefield Engineering Standards for Public Works Construction, Volume II. A copy is available on the City website or can be emailed to you upon request.

### **Hours of Work**

- The hours of construction work, including time to warm up equipment, shall be confined to the period of 7:00 A.M. to 10:00 P.M, Monday through Friday. 9:00 AM to 6:00 PM weekends and holidays. Work outside these hours will only be allowed with written permission from the City.

### **Inspection Requests**

- Request inspections through the SmartGov portal at <https://ci-ridgefield-wa.smartgovcommunity.com/Public/Home>
- Inspection requests must be received no later than two business days before the inspection(s) requested. Stormwater and water inspection requests received after 4:00 PM on non-holiday Thursdays will be treated as if they were received the following Monday business day.
- For permits issued after January 1, 2025, fees will be assessed at the third failing inspection and every subsequent failing inspection for each inspection type per the current Master Fee Schedule.

### **Existing Structures**

Prior to demolishing any structures on site, it is required to obtain Demolition permits from the City of Ridgefield Building Department online permit portal.

### **Utilities**

- Location of utilities requested (8-1-1)
- Any utility concerns/conflict? If so, explain.

- Underground services must be located before excavation.
- If any unknown utilities are encountered, immediately stop work in the area and call City of Ridgefield Public Works 360-887-8251.

#### **Water:**

- Water lines must be tested and disinfected prior to connection to the City water system. Notify the City for inspections.
- Fire Flow Testing will be required, if applicable.
- If water is needed before meters are installed, hydrant meter is required. Backflow devices are required when using hydrant meter (air gap is allowed).
- Shoring required when water tie-ins are 4 feet, or deeper.
- Meter Setters: Installed level, no twists, and gasket faces need to line up. Top of setter should be 9-12" from bottom of lid.
- Toning wire should be brought up to caps of fire hydrants.
- Hydrants should sit 2-6" above concrete pad. No troughs around bottom of bolts or mounding concrete.
- Combination air release valve shut-off needs to be accessible by reaching in. Should not need to fully enter the space.
- Watch compaction around Raven meter boxes. Do not allow the sides to bow in.
- Valve Cans:
  - Vac'd out - no rocks.
  - Toning wire on the outside of the sleeve and accessible from the valve can.
  - Extensions required if over 4' deep.

#### **Stormwater:**

- Vac catch basins and manholes before final inspection.
- Flush mains before final inspection
- Establish vegetation and plantings in Stormwater Facilities before pre-pave inspection.
- Fencing around stormwater facilities complete before final inspection.

### **Street Clean Up**

- All existing roads shall be cleaned and debris removed at the end of each workday.
- Mud and dust shall be controlled.
- Trench cover plates shall be ramped and pinned.
- All erosion and sediment control shall be provided in accordance with the approved erosion control plan.
- Erosion control measures must be in place prior to disturbing ground.

### **Traffic Control**

- A valid Encroachment Permit must be issued prior to requesting a traffic disruption.
- Email [traffic@ridgefieldwa.us](mailto:traffic@ridgefieldwa.us) at least 2 business days prior to any traffic disruptions.
- Emergency services must be notified at least 2 business days prior to a lane closure or other traffic delay.
- Flaggers must be certified with flagger card on them:
  - Flaggers should use standard paddle and vest.
- All necessary agencies have been given advanced notice of anticipated scope of work and construction schedule.
- For lane closures on school days on Hillhurst Road, Royle Road or Pioneer Street, work impacting traffic shall occur between the hours of 9AM and 2:30PM.

### **Soil Testing Requirements**

- The Contractor shall have an approved testing laboratory perform compaction tests on all bedding and backfill. Proctors used for materials test shall be less than two months old.
- Compaction results shall be supplied to the City.

## **Submittals Required**

- Project Schedule, including weekly updates
- Site Safety Plan
- Mix designs for all public roadways prior to paving
- Confined Space Entry Plan
- Encroachment Permit:
  - Traffic Control Plan

## **Pipe Installation**

- Standard details sheets G-1.2 and G-1.3;
- Section 7-08 WSDOT Standard specifications;
- First section of pipe (not less than 100 ft) witnessed by City inspector;
- Installed pipe not subject to construction traffic until minimum of 2 ft of backfill covers pipe regardless of material or size;
- Tracer wire installed with all pipe sections with manufactured connection (Pro-Trace);
- Pipe less than 3 feet of cover on approved plans? Yes / No
  - If yes, where at? \_\_\_\_\_
- Pipe greater than 20 feet deep? Yes / No
  - If yes, where at? \_\_\_\_\_
- Bed and Backfill in accordance with Section 7-9 of the WSDOT Standard Specifications:
  - Bedding – 90% of max theoretical density measured by proctor method
  - Backfill – 95% of max dry density measured by proctor method

## **Manholes**

- Constructed to finished grade
- Locking manhole covers in easements and outside public right of way

- Pipe connections to manholes made with gasketed boot connections (Kor-N-Seal boot) closure collars provided around all manhole adjustment sections
- Terminal manholes not channeled
- Slope manhole base for positive drainage toward pipe (3000 psi cement concrete)
- Channels centered in manhole
- Ladder rungs on side of manhole with largest shelf
- Any manhole less than 5 feet deep shall be provided without a cone. All others provided with eccentric cone
- Connection to existing manhole shall be core drilled for connection
- Connection to existing manhole requires  $\frac{1}{4}$  inch mesh screen in the downstream line

### **Testing**

- The designated Inspector will monitor work, progress, and performance of testing results
- The City will maintain a file containing the results of material tests, compaction test, and soil analysis
- Compaction testing shall be performed by certified independent testing laboratory and the developer/contractor shall hire and pay for testing.
- Compaction test shall be performed in 2-foot increments max
- A compaction test summary letter showing all areas as passing must be supplied prior to paving and at the end of the project.
- Asphalt testing
  - Compaction shall be 92%
  - Public Streets – one test every 5000 sq ft
  - Surface restoration of utility trenches – one test every 200 ft of trench
- Subgrade and Crushed Surface Testing
  - One subgrade test and one crushed surfacing test every 5000 sq ft

- Bedding and Backfill for Utility Trenches
  - One test at bottom of trench excavation prior to placement of pipe or bedding for every 500 feet of trench, whichever is less
  - One test at top of bedding for each pipe or every 500 feet of trench, whichever is less
  - One test for each lift of backfill for each pipe run or every 500 feet of trench, whichever is less
- Embankment
  - Under pavement, curb, or sidewalk – one test every 100 cubic yards of fill material or every 5000 square feet of pavement or sidewalk, whichever is less
  - Outside limits of pavement, curb, or sidewalk – one test for every 2 feet of fill material placed or per Geotech recommendation
- New waterline piping shall not be connected to existing systems until all pressure testing and disinfection has been completed
- Hydrostatic tests
  - Pressure and leakage tests on all newly laid pipe
  - City inspector shall witness the test
  - Pressure testing against valves not allowed unless approved by the city engineer
- All waterlines subject to pass a pressure test prior to sterilization
- The Contractor shall hire an independent laboratory to collect and analyze water samples for presence of bacteria. Results given to inspector upon completion
- All backflow prevention assemblies must be tested upon installation. Results shall be received by City prior to issuance of “final occupancy”

### **Vertical Construction (Commercial Only)**

- An onsite meeting with City Planners must be held prior to starting vertical construction
- Contact [Shana.Lazzarini@ridgefieldwa.us](mailto:Shana.Lazzarini@ridgefieldwa.us) and [Beth.Whitener@ridgefieldwa.us](mailto:Beth.Whitener@ridgefieldwa.us)
- The following must be provided at the vertical meeting:
  - Samples of exterior finishes
  - An 11"x17" full-color paper copy of the approved Architectural Elevations

### **General Construction Discussion**

- Contractor to explain how they plan to pursue work
- Review of anticipated construction problems
- Project schedule

### **Other Items?**



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## **REQUIRED PUBLIC WORKS DEVELOPMENT INSPECTIONS:**

1. Initial Erosion Control and Tree Protection (must be approved prior to any grading work)
2. Continuous Utility Pipe Inspections:
  - a. Stormwater Main And Lateral Installation And Backfill (2 business days' notice)
  - b. Water Main and Services Installation and Backfill (2 business days' notice)
  - c. Sanitary Sewer Main and Lateral Backfill - Contact CRWWWD
3. Street Subgrade Proof Roll
4. Curb Line and Street Base Rock Proof Roll
5. CTB Mix Design, if applicable
6. Pre-CTB Site Meeting, if applicable
7. Upon request, a Pre-Pave Storm meeting can be arranged
8. Pre-Asphalt Paving Inspection:
  - a. Functioning Stormwater System
  - b. Established Vegetation/Plants In Stormwater Facilities Prior To Pre-Pave Inspection
  - c. Storm and Water Tone Testing
  - d. Waterline Pressure Testing

City of Ridgefield Or  Clark Public Utilities
- e. Waterline Disinfection And Bacteria Testing (send clear test results, must be collected by the third party testing agency)

City of Ridgefield Or  Clark Public Utilities
- f. Schedule Water Tie-In into the Existing Water Main (remove debris in water valve cans)



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- City of Ridgefield Or  Clark Public Utilities
- g. Storm Main TV
- h. Storm Mandrel Testing
- i. Trench, Subgrade, and Base Rock Compaction Reports
  - a. A compaction test summary letter showing all areas as passing must be supplied prior to paving and at the end of the project.
- j. Utility As-Builts
- k. Asphalt Mix Designs for all public roads
- l. Pre-Pave Street Inspection
- m. Pre-Pave Storm Inspection
- n. Pre-Pave Water Inspection

9. Asphalt Paving Inspection

10. Streetlight Base Forms And Rebar Inspection

11. ADA Ramp Forms Inspection prior to concrete placement

12. Joint to joint removal to repour for driveways. No exposed aggregate, no horizontal saw cutting.

13. Final Inspections:

- a. Water System -  City of Ridgefield or  Clark Public Utilities
- b. Storm System
- c. Street - Paving, Sidewalks, Curbs/Gutters, Striping (Bike Lanes, Crosswalks, Stop Bars, etc.), Streetlights, ADA compliance, Trails, Parks, Signs, Trees, Street Signs
- d. Clark-Cowlitz Fire Rescue - Fire Lanes, Hydrants, Turn Arounds
- e. Clark Regional Wastewater District (CRWWWD) - Sanitary System
- f. City Building Department - Lot Grade
- g. Site Plan Inspection, for commercial projects



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### **PROCEDURE:**

- Request inspections through the SmartGov portal at <https://ci-ridgefield-wa.smartgovcommunity.com/Public/Home>. Inspection requests must be received no later than two business days before the inspection(s) requested. Stormwater and water inspection requests received after 4:00 PM on non-holiday Thursdays will be treated as if they were received the following Monday business day.
- To submit required test results and reports, email [PWinspections@ridgefieldwa.us](mailto:PWinspections@ridgefieldwa.us).

After each inspection, a punch list will be provided if necessary. After all punch list items have been addressed, request a reinspection through the SmartGov portal. If upon reinspection all items are found to be complete, each inspector will sign the inspection card.

For permits issued after January 1, 2025, fees will be assessed at the third failing inspection and every subsequent failing inspection for each inspection type per the current Master Fee Schedule.

To obtain final acceptance, submit a copy of the fully signed inspection card, a Maintenance Bond Cost Estimate (on the worksheet template provided by the City), and As-Builts in PDF and CAD, for all public infrastructure improvements to [Engineering@ridgefieldwa.us](mailto:Engineering@ridgefieldwa.us)

After review and approval of the cost estimate, a bond for 20% of the cost of all public infrastructure is required. As-built drawings must be submitted in PDF and CAD format. No final occupancies can be issued prior to Engineering Acceptance.



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**To request inspections from Clark-Cowlitz Fire Rescue**, request it through the online portal under the approved project at <https://clarkfr.geocivix.com/secure/> or call no later than 4:00 p.m. the business day prior to your desired inspection date at 360-887-1684, or email [firemarshal@clarkfr.org](mailto:firemarshal@clarkfr.org)

Please also note the following requirements:

- To get model home building permits:
  - Property corner pins or building pad survey
  - Gravel roads (at minimum)
  - Street signs installed
  - Active fire hydrant within 500 feet
- To get other building permits:
  - Requirements above (property corner pins required)
  - Final Plat
- To get Water Meters:
  - Inspection approval of water lines and meter boxes
- To get Final Occupancy:
  - Engineering Acceptance, which requires the above plus:
    - Inspection approval of all Public Improvements and Storm Facilities
    - A Maintenance Bond for 20% of all Public Improvements
    - Submittal of approved as-builts in AutoCAD and PDF versions
    - A summary letter from the Geotechnical Engineering certifying all areas inspected and tested are passing
    - Copies of recorded deeds for all dedicated public assets, including ROW and easements