

Prepare for and Conduct Site Visits

This procedure addresses a series of items that should be considered when preparing for and conducting (actual and virtual) site visits.

It is important to keep a record of all potential constructability problems and constructability issues. Provide notes with pictures that support the observations. Forward the documentation to the Project Manager.

Initial Site Visit

Depending on the type of project, the Project Manager may schedule an initial Site visit. It may be beneficial to conduct the site visit with the Designer, Regional Construction Engineer, or other Subject Matter Experts (SME).

Things to keep in mind while conducting Initial Site Visit (Note: not all items need to be considered for all projects):

- () Unusual site conditions – identify and explain
- () Utility issues - overhead and underground issues
- () Sanitary sewer / force mains
- () Drainage – existing pipe lines and drainage conflicts
- () Existing surface drainage conditions, e.g., roadway ponding, slope erosion, etc.
- () Environmental issues - wetlands
- () Structures – condition of existing
- () Residential and commercial properties existing driveway access
- () Conflicts with the problem statement and actual site conditions
- () Staging and traffic control – note traffic flow at an intersection / truck traffic
- () Pedestrian traffic
- () Maintenance problems and considerations - during and after Project
- () Other projects in vicinity of proposed project

Ongoing Site Visits

It may be necessary to conduct follow-up or additional site visits to discuss and resolve any constructability problems or issues noted during the initial site visit.

It may simply be necessary to visit the site to confirm an observation or to see how a potential issue evolved over time. More than one site visit may be necessary as additional issues become apparent during the ongoing working sessions with the Designer.

Suggested items to consider during subsequent site visits:

- () Revisit the suggested list from the **Initial Site Visit**
Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

- () Conduct follow-up site visits with the current version of plans in hand.
- () Walk the site and observe traffic flow.
- () The site visit may clarify issues noted during the working sessions but it may also reveal concerns that require additional research of the design documents.
- () Examine if site conditions or constructability concerns noted in previous site visits have changed

Prepare a report with the observations noted during all ongoing site visits. Include updates to earlier observations. Add any new constructability issues and concerns. Provide additional pictures. Forward all site visit reports to the Project Manager.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.