



# Pre-Construction Meeting Agenda

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**Project Name:**

**Department:** Public Works

**Division:** Engineering

**Project Number:**

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## 1. INTRODUCTIONS

- 1.1. Project team review
- 1.2. Roles
- 1.3. Contact information
- 1.4. Project overview

## 2. STATUS OF CONTRACT DOCUMENTS

- 2.1. Signed contracts
- 2.2. Bonds
- 2.3. Insurance certificates
- 2.4. List of sub-contractors
- 2.5. Additional specification forms

## 3. CONSTRUCTION PREPARATION

- 3.1. Survey staking
- 3.2. Materials sampling and testing procedures
- 3.3. Shop drawings
- 3.4. Detailed construction schedule
  - 3.4.1. NTP – desired date \_\_\_\_\_
  - 3.4.2. Contractor's schedule
  - 3.4.3. Contract completion deadline
  - 3.4.4. Working times:

**3.4.4.1.** Normal work schedule: Monday – Friday, 7:00 a.m. - 10:00 p.m.\*

Requests for approval of Work outside normal business hours must be submitted to the Engineer by noon two (2) working days prior to the requested start of such Work.

**3.4.4.2.** The Contractor shall not perform any work that will restrict traffic in any way between the hours of 7:00 a.m. and 8:30 a.m. or 3:30 p.m. and 6:00 p.m. Monday through Friday, unless approved by City Engineer.

- 3.4.5. Online project management system
- 3.4.6. Progress, issues, and risks reporting
- 3.4.7. Time extension requests
- 3.4.8. Liquidated damages
- 3.5. Public engagement
  - 3.5.1. Project communication plan review/update
  - 3.5.2. Door hangers
  - 3.5.3. Changeable message boards
  - 3.5.4. Project sign(s)
- 3.6. Utility coordination
  - 3.6.1. DIG-RITE
  - 3.6.2. Gas
  - 3.6.3. Electric
  - 3.6.4. Cable
  - 3.6.5. Communication
  - 3.6.6. Water
  - 3.6.7. Sewer (storm & sanitary)
  - 3.6.8. Traffic/street lighting
- 3.7. Traffic control
- 3.8. Stormwater Pollution Prevention Plan (SWPPP)
- 3.9. Pre-construction photo/video inventory
- 4. WAGE RATES
  - 4.1. Requirements
  - 4.2. Certifications
  - 4.3. Interviews
- 5. CONSTRUCTION PROGRESS
  - 5.1. Construction project management – review of PMM procedures
  - 5.2. Inspections

- 5.3. Direction of work
- 5.4. Progress payments and retainage
- 5.5. Payment for material stored on-site/off-site
- 5.6. Change requests
- 5.7. Force-account work
- 5.8. Field adjustments
- 5.9. Safety
- 5.10. Field offices/staging areas
- 5.11. Progress meetings
- 6. PERMITS
  - 6.1. Secured
  - 6.2. Remaining
- 7. PROJECT PLANS AND SPECIFICATIONS
  - 7.0.1. Technical Specifications
  - 7.0.2. Special discussion items
  - 7.0.3. Clarifications
  - 7.0.4. Questions
- 8. ACTION ITEMS
  - 8.1. Information needs and responsibilities
  - 8.2. Finalize and update project management online system
  - 8.3. Issue applicable project notices
  - 8.4. Others