

Preconstruction Meeting Agenda

Date:

Project No.:	
FAP No.:	
Contractor:	
Municipality:	
Introductions:	
Award Date:	
Contract Value:	\$
Utility Problems:	
Call Before You Dig:	
Required Start Date (within 45 days after award):	
When Contractor would like to start:	
Notice to Proceed:	
Number of calendar days in Contract:	
Liquidated Damages:	
Is winter shut down time counted?	
Is the office location submitted? Where?	
Notice to Install Field Office:	
Emergency phone numbers:	
Contractor:	
DBE Percentage:	
Is Contractor's insurance in place?	
Is press release, if required, out?	
Environmental Problems:	
Addendums:	
Have specifications been reviewed?	
Any speciality items discussed?	
Site Record Review will be done at the end of each calendar year and at end of project.	
Shop Drawings will be sent to:	
Subcontractor approvals shall be in place prior to subcontractors working on site (Municipality required to sign CLA12's).	
Estimates (Municipality pays Contractor, Department reimburses Municipality). Does Municipality have deadline for payment?	
Any new items must be approved by the Department.	
All quantity changes must be placed on a construction order and approved by the State prior to payment.	
No time extension shall be granted without Department approval.	
Testing of material (Municipal Inspector gets samples from Contractor to take to the State Lab).	