

## Appendix V - Preconstruction Items to Address

1. Date of preconstruction meeting \_\_\_\_\_
2. Time of preconstruction meeting \_\_\_\_\_
3. Location of preconstruction meeting \_\_\_\_\_
4. Project name \_\_\_\_\_
5. Project job number \_\_\_\_\_
  
6. Municipality \_\_\_\_\_
  - A. Address \_\_\_\_\_
  - B. Telephone number \_\_\_\_\_
  - C. Emergency telephone number \_\_\_\_\_
  - D. Fax number \_\_\_\_\_
  - E. Contact person \_\_\_\_\_
  
7. Developer \_\_\_\_\_
  - A. Address \_\_\_\_\_
  - B. Telephone number \_\_\_\_\_
  - C. Emergency telephone number \_\_\_\_\_
  - D. Fax number \_\_\_\_\_
  - E. Contact person \_\_\_\_\_
  
8. Design Engineer \_\_\_\_\_
  - A. Address \_\_\_\_\_
  - B. Telephone number \_\_\_\_\_
  - C. Emergency telephone number \_\_\_\_\_
  - D. Fax number \_\_\_\_\_
  - E. Contact person \_\_\_\_\_
  
9. Contractor \_\_\_\_\_
  - A. Address \_\_\_\_\_
  - B. Telephone number \_\_\_\_\_
  - C. Emergency telephone number (three required) \_\_\_\_\_
  - D. Fax number \_\_\_\_\_
  - E. Contact person \_\_\_\_\_

10. Subcontractor (request list from general contractor).

- A. Storm sewer
- B. Curb
- C. Paving
- D. Traffic control
- E. Landscaping

11. Person responsible for construction staking

- A. Address \_\_\_\_\_
- B. Telephone number \_\_\_\_\_
- C. Emergency telephone number \_\_\_\_\_
- D. Fax number \_\_\_\_\_
- E. Contact person \_\_\_\_\_

12. Utilities \_\_\_\_\_

- A. Address \_\_\_\_\_
- B. Telephone number \_\_\_\_\_
- C. Emergency telephone number \_\_\_\_\_
- D. Fax number \_\_\_\_\_
- E. Contact person \_\_\_\_\_

Utilities \_\_\_\_\_

- A. Address \_\_\_\_\_
- B. Telephone number \_\_\_\_\_
- C. Emergency telephone number \_\_\_\_\_
- D. Fax number \_\_\_\_\_
- E. Contact person \_\_\_\_\_

Utilities \_\_\_\_\_

- A. Address \_\_\_\_\_
- B. Telephone number \_\_\_\_\_
- C. Emergency telephone number \_\_\_\_\_
- D. Fax number \_\_\_\_\_
- E. Contact person \_\_\_\_\_

13. Final Plat recorded and copy is in file (for subdivisions). \_\_\_\_\_

14. Approved Letter of Credit on file/expiration date or contract completion date. Discuss the breakdown of the Letter of Credit and when portions of it can be reduced/released. Make sure owner gets the proper form in which the Letter of Credit reduction request should be submitted (the form is available from the Village).

15. Certificate of Insurance naming SEC Group, Inc. and Village as additional insured, as well as any other persons involved.

---

16. Quantities concurrence (if applicable). IDOT BC-981

17. Construction schedule from contractor. When arranging the preconstruction meeting, the contractor should be told to bring a construction schedule to the meeting.

18. Village's role and responsibilities.

19. Smith Engineering's role and responsibilities:

1. Observe construction for conformance to the plans and specifications.
2. Smith Engineering to perform site observations during construction of:
  - A. Mass earthwork;
  - B. Storm sewer/water main/sanitary;
  - C. Final grading and seeding;
  - D. Curb and gutter;
  - E. Bituminous placement; and
  - F. Proof roll.

20. Developer's/contractor's role and responsibilities:

- A. Construct project in conformance to the plans and specifications;
- B. JULIE locates;
- C. Notify SEC Group, Inc. and the governing agency 48 hours in advance prior to the start of construction; Proof Rolls;
- D. Install and maintain erosion control;
- E. Construct detention areas first or simultaneously;
- F. Submit construction schedule (see ordinance); and
- G. Protect all septic suitable areas from construction equipment.
- H. The permittee responsible for completing inspection reports needs to submit monthly reports to the Village Engineer. The reports are completed weekly and after a half inch or greater rainfall over a 24 hour period.

Other \_\_\_\_\_

---

---

21. Owner's role and responsibilities.

- A. Pay bills
- B. Sign "FOR CONSTRUCTION" plans where applicable

22. Letter of Credit reductions/release to be submitted on the proper form.
23. Guarantee of completed work per ordinance (Conversion to Maintenance Bond).
24. Surveyor/construction staking outline of work (property pins set).
25. Concrete monuments as platted must be in place immediately.
26. Approved cost estimate from design engineer on file.
27. Pay schedule.
28. Estimated completion date.
29. Miscellaneous items:
  - A. Traffic control;
  - B. Identify any utility conflicts and stay in easements provided;
  - C. Wetlands;
  - D. Cleaning roads;
  - E. Streetlight installation (per ordinance);
  - F. Home building permits, when allowed; and
  - G. Field Report Distribution.
30. Discuss engineering plans – Questions/Comments

---

---

---

---

---