

# City Owner Pre-Construction Agenda

**City Owner Project:** \_\_\_\_\_

**City J#:** \_\_\_\_\_

**Developer:** \_\_\_\_\_

**Consulting Engr / Firm:** \_\_\_\_\_

**Meeting Date / Location:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**I. Personnel Assigned to Project (all must be in attendance)**

**A. Developer Representative:** \_\_\_\_\_ **phone:** \_\_\_\_\_

**B. Project Engr:** \_\_\_\_\_ **phone:** \_\_\_\_\_

**C. Geotech Rep:** \_\_\_\_\_ **phone:** \_\_\_\_\_

**D. Construction Observers:** \_\_\_\_\_ **phone:** \_\_\_\_\_  
\_\_\_\_\_ **phone:** \_\_\_\_\_

**E. City staff:** \_\_\_\_\_ **phone:** \_\_\_\_\_  
\_\_\_\_\_ **phone:** \_\_\_\_\_

**F. Contractor: (Name of Firm)** \_\_\_\_\_  
**Superintendent:** \_\_\_\_\_ **phone:** \_\_\_\_\_  
**Foreman:** \_\_\_\_\_ **phone:** \_\_\_\_\_

**G. Subcontractors: (list)**

**II. Status of City Owner Contract/Bonds/Insurance Submittal**

**III. Schedule Information**

- A. Proposed Starting Date \_\_\_\_\_
- B. Completion Date \_\_\_\_\_
- C. Project Staging & Schedule \_\_\_\_\_
- D. Work Schedule \_\_\_\_\_
- E. Working Hours & Days \_\_\_\_\_

**IV. Suppliers & Materials**

**\*\*Certificates of Compliance required prior to performing work**

**V. Utilities**

- A. Public Utilities – Electric \_\_\_\_\_
- B. Public Utilities – Water \_\_\_\_\_
- C. Telephone(Century Link) \_\_\_\_\_
- D. Gas (Minn. Energy) \_\_\_\_\_
- E. Cable (Charter) \_\_\_\_\_
- F. Other \_\_\_\_\_

**VI. Erosion & Sediment Control  
Permitrack**

\_\_\_\_\_ phone: \_\_\_\_\_

**VII. Traffic Control**

- A. Contractor – Supplier \_\_\_\_\_
- B. Special Traffic Control Requirements: \_\_\_\_\_
- C. Names of on-call maintenance people: \_\_\_\_\_
- D. Inspection of devices: \_\_\_\_\_

**VIII. Safety**

**A. Safety Policy** \_\_\_\_\_

**B. Safety Officer:** \_\_\_\_\_

**C. Subs & Suppliers informed of their safety compliance requirements**

**IX. Discussion**

**A. Construction Observation requirements for each phase of work**

**B. Geotech / Materials Testing**

**C. Erosion & Sediment Control / Restoration**

**D. Special Provisions**

**E. Execution of work**

**F. Supplemental Agreements**

**G. Weekly Construction Meeting Day/Time**

**H. OneOffice documentation requirements**

