AGENDA
PRE-CONSTRUCTION CONFERENCE

PROJECT:________________________________________ CONFERENCE DATE:___________

CONTRACTOR: _____________________________________ Phone: ____________________

Project Manager:________________________________ FAX: _____________________
Site Superintendent:______________________________ Phone:_____________________
Cell/Pager:__________________

ENGINEER: _________________________________________ Phone:_____________________

Project Manager: ________________________________ FAX:_______________________
Field Representative:_____________________________ Cell/Pager:___________________

DECI: ______________________________________________

Phone:_____________________ Fax:__________________ Cell/Pager:_____________________

1. Welcome, Introductions, and Sign-in

2. Contract Dates

    a. Start
    b. Duration of Contract
    c. Substantial Completion
    d. Final Completion

3. Utilities

    a. Water
    b. Sewer
    c. Electric (ComEd)
    d. Comcast
    e. Telephone (SBC)
    f. Gas (Nicor/Northshore)

**Contact JULIE 1-800-892-0123**
4. Permits
   a. Water                         e. LCSMC Wetlands Development
   b. Sewer (IEPA)                  f. IEPA / NPDES (Erosion Control)
   c. Building                     g. LCDOT/IDOT
   d. Watershed Development        h. Easements

5. Contractors Insurance (Certificate of Insurance) – Name Village of Long Grove and Village Consultant as additionally insured.

6. Performance Guarantee

7. Reference Points/Surveying/Staking
   a. Who provides: ________________

8. Construction Schedule / Sequencing
   a. Preliminary for first 30 days by ________________
   b. Sequencing

9. List of Subcontractors/Suppliers

10. Special Structures needing Shop Drawings

11. As-builts required at completion of project.

12. Operation and Maintenance of Existing Facilities
    Utilities
    Driveways
    Construction entrance and silt fence etc.
13. Defective Work will be brought to contractor and general contractor attention as soon as seen or determined.

14. Traffic Control
   a. Traffic Control Subcontractor: ____________________________

15. Soil Erosion / Sediment Control
   a. Floodplain/Floodway On/Adj. to Site (Y/N)
   b. WOUS or IWLC On/Adj to Site (Y/N)
   c. Initial SE/SC Inspection at PreCon (Y/N)
   d. Village to receive weekly DECI Inspection Reports (Y/N)
   f. Key Discussion Items/Areas of Focus

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16. Temporary Facilities and Controls
   a. Relocations (Utilities, roadway, etc.)
   b. Job Trailer location, phone numbers, address,

17. Testing (by Whom?)
   a. Materials
   b. Water main Installation
   c. Sewer Installation
   d. Pavement construction

18. Chain of Command (contacts)
   a. Contractor
   b. Consultant
   c. Village of Long Grove

19. Safety – OSHA/IDOT
20. Fire Protection / Police Department

21. Rescue Access

22. Work By Others

23. Progress Meetings

   Weekly/Bi-weekly beginning _________________________________

24. Easement Requirements

   a. Existing/Proposed
   b. Construction Easements
   c. Drainage Easements
   d. Restoration/Staging of Materials

25. Inspections

   a. Special inspections
   b. By consultant and/or Village
   c. By DECI
   d. Date of next inspection _________________________________

26. Working Hours

   a. Contractor construction (by Village Ordinance)
      Mon-Fri: 7:00AM-6:00PM, Saturday 8:00AM – 5:00PM, Sunday and Holidays – no work.

   b. Engineering Office
      Mon-Fri 7:30AM-4:00PM

28. Comments, Q&A