|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Name:** |  | | | | |
| **Project # / PPN:** |  | **Contract #:** |  | **Task #:** |  |

**Check-**

|  |  |
| --- | --- |
| **Pre-Construction Meeting #:** |  |

**n Meeting #** [ADD MEETING NUMBER]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Start Time** | **End Time** | **Next Meeting Date** | **Next Meeting Time** | **Prepared By** | **Company** |
|  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Project Information** | | |
| Award Date: |  |  |
| NTP Date: |  |
| End Date: |  |
| Calendar Days: |  |
|  | % Complete |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Status:** |  | **On Schedule** |  | **Behind** |  | **Ahead** |

|  |  |  |
| --- | --- | --- |
| **Purpose:** | **Location:** | **Next Location:** |
|  |  |  |

|  |
| --- |
| **Anticipated Attendees** |
| See attached Meeting Attendance Sheet form.  *(Include meeting sign-in sheet with minutes)* |

|  |
| --- |
| **Agenda Discussion Topics** |

| **Item No.** | **Category/Action** |
| --- | --- |
| **A** | **Introductions** *[Introduction of the staff involved in the project. Individuals’ names, project roles, individual responsibilities, and employer.]* |
|  | 1. Project Manager 2. Task Leads 3. Other Staff |
| **B** | **Project Description** *[Provide the project location, the scope of the project and an overview of the design concept and project goals.]* |
|  | 1. Location 2. Scope 3. Design Concept |
| **C** | **Safety** |
|  | 1. Discussion of safety concerns. |
| **D** | **Schedule Review – See Attached** |
|  | * 1. Overview of Design Task Schedule *[Review project schedule; Identify major milestones.]*   2. Anticipated Construction Schedule *[Provide the bidding date and expected construction start date.]* |
| **E** | **Invoicing** |
|  | 1. Designer Invoice Schedule *[Provide a schedule of when invoices will occur.]* 2. Approved cost estimate of the design task 3. DBE Goals (Commitment) *[Provide an overview of the DBE Goals, DBE responsibilities and goals.]* |
| **F** | **Cost Projection of Construction** |
|  | *[Provide an estimated cost for the construction of the project.]* |
| **G** | **Permits and Agreements** |
|  | *[Identify the list of permits and agreements that will need to be acquired for this project. Provide a schedule of permit submission to facilitate on-time project delivery.]* |
| **H** | **Land Acquisition** |
|  | *[Identify any project areas that require land acquisition. Provide a cost estimate and schedule to acquire the land.]*   1. Right-of Way 2. Temporary Easements 3. Permanent Easements |
| **I** | **Land Acquisition** |
|  | *[List any existing information and resources that can assist in the design of the project.]*   1. Existing Plans 2. Existing Survey 3. Existing Photos |
| **J** | **Risk Register Review** |
|  | See Attached *[Provide a risk matrix for the project.]*   1. [Identify risks] |
| **K** | **Operations and Stakeholder Coordination** |
|  | *[Provide a table with identified stakeholders, the frequency of the meetings, the purpose of these meetings, and suggested attendees.]* |
| **L** | **Project Charter** |
|  | *[Provide a project charter.]* |