

Project Name  
Project Number  
Date

#### Preconstruction Meeting

- I. Introductions
- II. Communication
  - a. City
  - b. Contractor
- III. Documentation
  - a. Materials
  - b. Civil Rights
  - c. Submittals
  - d. Pay Applications
  - e. Inspector DWR
  - f. Permits – Land Disturbing Permit, Other Permits
  - g. SWPP
- IV. Construction
  - a. Overview of Project
  - b. Milestone Dates
  - c. Property Owner Agreements (ROE)
  - d. Utilities
  - e. Contractor's Expected Schedule
  - f. Contractor Comments
  - g. Notice to Proceed