

**Pre-Construction Meeting Requirements – SECTION \_\_\_\_\_**

**A. GENERAL**

1. All commercial development, City projects, and other projects requiring City of Thomasville Utilities are required to have a pre-construction meeting. All parties involved with the project are required to attend to discuss the project scope, schedule, and other related aspects outlined in the checklist below. Following the pre-construction meeting, the City Engineering Department will send by mail / email the following: contact list, meeting attendance, and minutes from the meeting. Contractor, developer, and/or owner to provide documents at the pre-construction meeting to meet the requirements of the below checklist.

**B. Pre-Construction Meeting (checklist)**

General

- Sign in / attendance sheet
- Contract document signed (bond, insurance, notice to proceed, completion date, liquidated damages, etc).
- Pay requests, change-orders, change of time, and quantities.
- Supplemental conditions
- Approved Plans
- Verify other agency approvals: GASWCC, EPD, Ga. D.O.T., Thomas County, Corp of Engineers, and others
- City Standards and Specifications – web site
- Scope of Work
  - Safety
  - Schedule
  - Utility Locates
    - Project type
    - Dig tickets
  - Soil and Erosion
    - Approved Soil and Erosion Plan (State or EPD)
    - Contractor/owner to provide design professional's seven day letter after initial BMP's have been installed.
    - Inspections – reporting and violations
  - Utility Coordination
  - Traffic control / Roadway and Driveway Accessibility
  - Project Punch List
  - Project Clean-up
- As-Built Requirements
  - See City Specifications
- Letter of Acceptance
  - See Close-out documents

- Documents required at or prior to Pre-Construction Meeting (by contractor)
  - Copy of contractors license
  - List of sub-contractors – include address and contact info.
  - Copy of level 1A GASWCC certification
  - Shop drawings and material list submitted prior to Pre-Construction Meeting
  - Approval letters from other agencies listed above
  
- Close-out Documents
  - As-Built Drawings – see City Specifications
  - Recorded easements and deeds
  - Warranty (work and materials 1 year)
  - Inspection reports, tests, and logs