

Vermont Department of Environmental Conservation

Agency of Natural Resources
EC7
Facilities Engineering Division
Construction Section
1 National Life Drive, Main 1
Montpelier VT 05620-3510
Telephone: (802-760-8135
Fax: (802)-828-1552

Pre-Construction Meeting Checklist

Project:	Owner:		
Engineer:	FED Representative:		
Funding Source:	Loan #:	Contract #:	Date:
Low Bidder:	Construction Cost:		Eligible Cost:

The following items must be submitted to FED Construction for concurrence prior to the execution of the contract:

1.	Executed Agreement and Notice to Proceed	Complete	N/A
2.	Updated Proposed Project Schedule	Complete	N/A
3.	Full set of approved plans and specifications	Complete	N/A
4.	Discussion of AIS requirements	Complete	N/A
5.	Discussion of Davis Bacon requirements	Complete	N/A
6.	Review the county Wage Classification List and any necessary Additional Requests for Classification	Complete	N/A
7.	Review project sign requirements	Complete	N/A
8.	Payment Bond for 100% of contract value	Complete	N/A
9.	Performance Bond for 100% of contract value	Complete	N/A
10.	Revised Project Cost Estimate Summary	Complete	N/A
11.	Proof of liability insurance	Complete	N/A
12.	Certification as to Rights-of-Way and Easements for Construction Engineer's Lines - All necessary easements obtained	Complete	N/A
13.	DBE Effort Package Approved by VT DEC	Complete	N/A
14.	Executed Engineering Agreements	Complete	N/A
15.	Confirm Surety is Listed in the Current Treasury Circular #570	Complete	N/A
16.	List of subcontractors	Complete	N/A
17.	Emergency Contact List	Complete	N/A
18.	Set time, date and location for monthly progress meetings	Complete	N/A