

City of Saco

Subdivision And Site Development
Pre-Construction Meeting Checklist

1. Technical capacity, bonds & inspection account
 - Financial capacity established
 - Letter of Credit
 - Inspection Account
2. Permits – Local, State & Federal
 - DEP permit
 - Army Corp
 - Street opening
 - Sewer
3. General Contractor & Subcontractors contact information
Names and Telephone and/or pager nos. for:
 - G.C. Project manager
 - G.C. Job Superintendent
 - Subcontractors Key person/decision maker
4. General contractor performance history and capacity
 - General Contractors overall experience
 - General Contractors experience in Saco
 - General Contractors equipment capacity
5. CPM or PERT schedule, where applicable
 - Mobilization date
 - Start & completion of major milestones
 - Critical equipment/material delivery dates
 - Estimated Utility inspection & Testing dates
6. Shop drawings and samples required
 - 4 copies shop drawings – All items within City ROW or to be City maintained.
 - Pipe material
 - Precast structures
 - Castings
 - Samples – Road construction materials
7. Underground or overhead utility arrangements
 - CMP
 - Telephone
 - Natural Gas

- Biddeford Saco Water
 - Cable TV
8. Review of construction plans and details
 - Mobilization & site access
 - Site signage
 - Site preparation
 - Erosion control measures
 - Traffic control where required
 - Underground utilities
 - General construction techniques
 - Pavement, curbing and sidewalk construction
 - Clean up and demobilization
 9. City of Saco construction and material standards review
 - Review City standard details for conformance or deviations
 10. City of Saco inspection and testing requirements
 - D&H inspections
 - City personnel inspections
 - Compaction testing
 - Utility TV inspections – At developers expense
 11. As-built plan requirements
 - Who will prepare
 - Due prior to release of Letter of Credit, Inspection account