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| **NORTHWEST REGION PRE-CON PACKET CONTENT CHECKLIST** |

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| **PROJECT ID:** | | | **«Controlling\_Project\_ID»** | | | | | **FEDERAL ID:** | | | «Controlling\_Fed\_ID» | | | | **CONTRACT ID:** | | | | | | | «Contract\_ID» |
| **COUNTY:** | «County» | | | | | | | **HIGHWAY:** | | | «Highway» | | | | | | | | | | | |
| **NAME OF ROAD:** | | | | | «Controlling\_Description\_Line\_1», «Controlling\_Description\_Line\_2» | | | | | | | | | | | | | | | | | |
| **TYPE OF WORK:** | | | | | «Type\_of\_Work» | | | | | | | | | | | | | | | | | |
| **PROJECT LEADER:** | | «PE\_Name»,  «PE\_Company» | | | | | **PROJECT**  **MANAGER:** | | | | | «PM\_Name» | | | | **PROJECT SUPERVISOR:** | | | | | «Supervisor\_Name» | |
| **CONTRACTOR:** | | | | «Contractor\_Name» | | | | | | | | | | **LETTING DATE:** | | | | | «LET\_Date» | | | |
| **EXECUTION DATE:** | | «Execution\_Date» | | | | **CONTRACT AMOUNT:** | | | $«Contract\_Amount» | | | | | | | | **CONTRACT TIME:** | | | «Contract\_Time» | | |
| **PRE-CON DATE:** | | «Precon\_Date» | | | | | | **PRE-CON TIME:** | | «Precon\_Time» | | | **CONFERENCE HELD AT:** | | | | | «Conference\_Held\_At» | | | | |

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|  | **Pre-Con Agenda/Minutes** |  | **Contents Current File: Proposal for PL, Sublet Requests, Project Labels, Contract for Hwy Work** |
|  | Pre-Con Roster |  | **Poster Template for Current Estimate (*Pink Poster for project board) template for printing provided*** |
|  | Emergency Phone List (Updated Requirements) |  | **Flash drive & envelope with Project ID label** |
|  | **Project Start-up Checklist** |  | **(10) Pre-Boxed Plans & Proposals**  ***Please check with PM re: pickup of paper copies*** |
|  | **Final Project Checklist Form** |  | **Inspector Books *(DOT staffed jobs only)***  ***3 softcover books*** |
|  | **Structure Benchmark Checklist (use if necessary)** |  | **Level Book *(DOT staffed jobs only)***  ***1 hardcover book*** |
|  | **Structure Summary Checklist (use if necessary)** |  | **Electronic documents: Sublet Requests, Contract for Hwy Work and Contract Schedule of Items** |
|  | **Memo (regarding project procedures)** |  | Electronic: Plan, Proposal, Addenda |
|  | **As-Built Plan Instructions** |  | Project Labels template |
| NOTES: | | | |