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