



Required Items for the PRECON Agenda

v1.0

The engineer responsible for construction oversight and project certification must conduct the PRECON meeting. The following items must be discussed at the meeting:

1. **Chain of Command and Points of Contact**
 - a. Engineer
 - i. Company, Project Engineer, Resident Project Representative/Primary Inspector, Geotechnical Inspections and Testing, Etc.
 - b. Contractor
 - i. General, Civil, Etc.
 - c. City of Bozeman
 - i. List City staff and contact information that will be involved in the project (i.e. review engineer, water/sewer superintended, streets, etc.)
2. **Proposed Improvements**
 - a. Provided a general overview of the proposed work
 - i. Water, Sewer, Streets, Lighting, Etc.
 - ii. Abandoned services
 - b. Permits
 - i. Agency oversight and specific conditions, Street Cuts, Etc.
 - c. Movement throughout the development
 - i. Traffic Control, Street Closers, and Public Encroachments
 - d. Quality Control Testing and Documentation Requirements
 - i. Pressure Testing, bac-T, Compaction, etc.
 - e. Project Schedule
 - f. Field Changes
3. **Submittal and Shop Drawings**
4. **Final Walkthrough & Project Closeout**
 - a. Paving and surface work must be complete before final walkthrough.
5. **Post Meeting PRECON summary submittal**
 - a. *Following completion of the pre-construction meeting the certifying engineer shall send out a list of the meeting attendees, point of contact for the engineer and contractor, and a summary of any follow up items or decisions made during the meeting.*

Notes:

1. The applicant must coordinate with City of Bozeman Staff for street shutdowns and utility work/inspections.
2. If street lights will be installed as part of the project, the applicant must acquire an electrical permit from the Building Division. All conduit and pole bases must be inspected by the Building Division prior to backfilling utility trenches.
3. **Only** City of Bozeman staff can operate water main valves.