



Stage 5: Pre-Construction Submittal Review and Meeting Guidance Document

The following document is for guidance purposes only. The Applicant shall read and understand the relevant references listed below. Infrastructure design and construction must comply with all City requirements.

Description

Stage 5 is the step in the review process that includes the review of pre-construction submittal materials and a meeting with the City of Bozeman staff. The Applicant shall submit their Pre-Con submittal package after both Stage 3 Final Instructure Review and Stage 4 Engineering Permit Submittal (if applicable) have been approved. Stage 5 includes the Pre-Con submittal review, a Pre-Con meeting, and ultimately the final approval necessary to allow the Applicant to commence construction of City infrastructure. Stage 5 is submitted through the Engineering application ProjectDox portal.

General Information

When does the Stage 5 submittal review take place?

The Applicant shall submit their Pre-Con submittal package after both Stage 3 Final Instructure Review and Stage 4 Engineering Permit Submittal (if applicable) have been approved. Once Stage 3 is completed through Projectdox the Applicant will receive a task and email notification as Pre-Construction Upload and Submit, this marks the beginning of Stage 5. Once the Pre-Con submittals have met all City requirements the City review Engineer will reach out to schedule the Pre-Con meeting.

When does the Stage 5 Pre-Con meeting take place?

The Applicant can email the City review Engineer to schedule the Pre-Con meeting once the Pre-Con submittal has been submitted, reviewed, and all outstanding review comments have been addressed (if necessary). The Pre-Con will not be scheduled until the application has been deemed adequate by the City review Engineer (see “Applicant Actions” below). The Pre-Con meeting will be scheduled by the City review Engineer.

Who needs to attend the Pre-Con meeting?

The purpose of the Pre-Con meeting is to make sure that the contractors doing the work are fully aware of the requirements that have been agreed to and approved by the City prior to commencing work. Typically, the following individuals attend the Pre-Con meeting:

- Superintendent / Foreman that will be on-site during construction (required)
- Engineer of Record (EOR) and Resident Project Representative (required)
- Representative of the Owner to attend (recommended)

What happens after the Pre-Con?

After the Pre-Con meeting has taken place, the Applicant must address any outstanding comments identified during the Pre-Con meeting as well as provide final Pre-Con meeting minutes. The Pre-Con meeting minutes must accurately document what was discussed during the meeting and a point of contact for both the Engineer of Record and Contractor.

Applicant Actions

- Review and prepare to submit Pre-Con checklist items.
- Complete and submit Pre-Con submittals in accordance with the submittal form through the ProjectDox Pre-Construction upload and submit task associated with their Stage 3 project.
- Schedule a meeting with City review Engineer and provide Pre-Con meeting agenda.
- Upon invitation to the Pre-Con meeting the EOR is responsible to forward the Pre-Con meeting invitation to the Prime Contractor. The major subcontractors are encouraged to attend as well.
- The EOR will run the meeting using the City's Pre-Con meeting agenda as a guide and provide meeting minutes to the City review Engineer via the ProjectDox portal within five (5) business days after the meeting.
- Provide final Pre-Con meeting minutes to all meeting attendees and address any City changes identified at the Pre-Con meeting.
- The EOR shall respond to all City comments and make corrections for resubmittal.

City Actions

- The City will review the submittal for completeness and acceptability. If items are missing or needs corrections, the City review Engineer will send the submittal back to the Applicant requesting missing information.
- The City review Engineer will coordinate the Pre-Con meeting. Once the submittal is deemed adequate, the City review Engineer will schedule the Pre-Con meeting and send a Teams meeting invite via Outlook to the EOR.

Relevant References

- City of Bozeman Design and Construction Standards
- City Modifications to Montana Public Works Standard Specifications (MPWSS)
- Montana Public Works Standard Specifications (MPWSS)
- City of Bozeman Municipal Code
- Montana Department of Environmental Quality (DEQ) Circulars 1 and 2

Next Steps

The Applicant will proceed to Stage 6 of the Engineering Infrastructure Review Process, "Construction Changes/Revisions."

City of Bozeman Contact Information

Department of Transportation & Engineering
20 East Olive
Bozeman, Montana 59715
406-582-2260