



VILLAGE OF  
**LONG GROVE**  
 3110 RFD Long Grove, Illinois 60047-9635  
 Phone (847) 634-9440  
 Fax (847) 634-9408

**AGENDA**  
**PRE-CONSTRUCTION CONFERENCE**

PROJECT: \_\_\_\_\_ CONFERENCE DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Manager: \_\_\_\_\_ FAX: \_\_\_\_\_

Site Superintendent: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell/Pager: \_\_\_\_\_

ENGINEER: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Manager: \_\_\_\_\_ FAX: \_\_\_\_\_

Field Representative: \_\_\_\_\_ Cell/Pager: \_\_\_\_\_

DECI: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell/Pager: \_\_\_\_\_

1. Welcome, Introductions, and Sign-in

2. Contract Dates

a. Start \_\_\_\_\_

b. Duration of Contract \_\_\_\_\_

c. Substantial Completion \_\_\_\_\_

d. Final Completion \_\_\_\_\_

3. Utilities

a. Water

b. Sewer

c. Electric (ComEd)

d. Comcast

e. Telephone (SBC)

f. Gas (Nicor/Northshore)

\*\*Contact JULIE 1-800-892-0123

4. Permits
  - a. Water
  - b. Sewer (IEPA)
  - c. Building
  - d. Watershed Development
  - e. LCSMC Wetlands Development
  - f. IEPA / NPDES (Erosion Control)
  - g. LCDOT/IDOT
  - h. Easements
5. Contractors Insurance (Certificate of Insurance) – Name Village of Long Grove and Village Consultant as additionally insured.
6. Performance Guarantee
7. Reference Points/Surveying/Staking
  - a. Who provides: \_\_\_\_\_
8. Construction Schedule / Sequencing
  - a. Preliminary for first 30 days by \_\_\_\_\_
  - b. Sequencing
9. List of Subcontractors/Suppliers
  
10. Special Structures needing Shop Drawings
11. As-builts required at completion of project.
12. Operation and Maintenance of Existing Facilities
  - Utilities
  - Driveways
  - Construction entrance and silt fence etc.

13. Defective Work will be brought to contractor and general contractor attention as soon as seen or determined.

14. Traffic Control

a. Traffic Control Subcontractor: \_\_\_\_\_

15. Soil Erosion / Sediment Control

- a. Floodplain/Floodway On/Adj. to Site (Y/N)
- b. WOUS or IWLC On/Adj to Site (Y/N)
- c. Initial SE/SC Inspection at PreCon (Y/N)
- d. Village to receive weekly DECI Inspection Reports (Y/N)
- f. Key Discussion Items/Areas of Focus

<input type="checkbox"/> Communication Chain	<input type="checkbox"/> Construction Entrance	<input type="checkbox"/> Detention/Sediment Basin
<input type="checkbox"/> Dewatering	<input type="checkbox"/> Ditch Checks/Silt Dikes	<input type="checkbox"/> Dust / Mud Control
<input type="checkbox"/> General Phasing	<input type="checkbox"/> Inlet Protection	<input type="checkbox"/> Inspection Log
<input type="checkbox"/> Overland / Offsite Drainage	<input type="checkbox"/> Perforated Riser	<input type="checkbox"/> Perimeter SE/SC BMPs
<input type="checkbox"/> Restrictor Plate/Structure	<input type="checkbox"/> Silt Fence (ASSHTO 288-00)	<input type="checkbox"/> Soil Stockpile Stabilization
<input type="checkbox"/> Stormwater Management System	<input type="checkbox"/> Stabilization Measures	<input type="checkbox"/> SWPPP on Site & Updated
<input type="checkbox"/> Stormwater System	<input type="checkbox"/> Vegetative Cover/Type	<input type="checkbox"/> Wetlands/Waters Protection

16. Temporary Facilities and Controls

- a. Relocations (Utilities, roadway, etc.)
- b. Job Trailer location, phone numbers, address,

17. Testing (by Whom?)

- a. Materials
- b. Water main Installation
- c. Sewer Installation
- d. Pavement construction

18. Chain of Command (contacts)

- a. Contractor
- b. Consultant
- c. Village of Long Grove

19. Safety – OSHA/IDOT

20. Fire Protection / Police Department

21. Rescue Access

22. Work By Others

23. Progress Meetings

Weekly/Bi-weekly beginning \_\_\_\_\_

24. Easement Requirements

- a. Existing/Proposed
- b. Construction Easements
- c. Drainage Easements
- d. Restoration/Staging of Materials

25. Inspections

- a. Special inspections
- b. By consultant and/or Village
- c. By DECI
- d. Date of next inspection \_\_\_\_\_

26. Working Hours

- a. Contractor construction (by Village Ordinance)  
Mon-Fri: 7:00AM-6:00PM, Saturday 8:00AM – 5:00PM, Sunday and Holidays – no work.
- b. Engineering Office  
Mon-Fri 7:30AM-4:00PM

28. Comments, Q&A