



PRECONSTRUCTION MEETING AGENDA

July 14, 2023

Owner	Upper Nemahbin Lake Management District
Project Name	Upper Nemahbin Lake Dredging Project
Location	Village of Summit, Waukesha County, WI
Project Engineer	Todd Weik, KBJW

1. Introduction

- A. Purpose of meeting
- B. Review Agenda

2. General Project Information

- A. Description of proposed work
- C. Contract Cost and Time
- D. Anticipated Starting Date
- E. Project construction issues

3. Project Personnel

- A. Engineer Personnel
- B. Prime Contractor's Personnel
 - a. Superintendent
 - b. Work supervisors
- C. Roles and Responsibilities
- D. Line of Communication

4. Subcontractors

- A. Names of proposed subcontractors
 - a. List of work operations to be sublet
 - b. Names of authorized representatives plus work address and phone
- B. Line of communication: Engineer, prime contractor, subcontractors

5. Suppliers

- A. Names of proposed suppliers
 - a. List of items to be supplied
 - b. Names of authorized representatives, plus work addresses and phones

6. Progress Meetings

- A. Frequency of Meetings
- B. Meeting location and time
- C. Expected attendance

7. Public Relations

- A. Contact with news media
- B. Contact with local government officials
- C. Contact with abutting property owners



8. Contract Administration

- A. Notice of Change and claims process
- B. Contract Features
 - a. Special Provisions & clarifications
 - b. Items of work
 - c. Measurement, acceptance, and payment process
 - d. Special measurement and acceptance procedures
- E. Permits
 - a. Chapter 30
 - b. WPDES
 - c. Village
- F. Progress payment process and frequency

9. Construction Work Schedule

- A. Contractor's work schedule
 - a. Plan of work operations
 - b. Time frame, hours of work, number of shifts
 - c. Anticipated Conflicts

10. Major Work Operations

11. Utility / TLE Owners Coordination and Adjustments

- A. Utility coordination
- B. Private Homeowners

12. Environmental Considerations

- A. Erosion Control Implementation Plan
- B. Erosion Control for the project
- C. Protection of environmental features

13. Materials

- A. Sources and locations
 - a. Contractor to submit list of suppliers
- B. Testing and Certifications
 - a. Establish list of all materials needing testing test reports and certifications;
 - i. Catalog numbers, manufacturing details
 - b. Establish needed lead time
- C. Acceptance procedures
- D. Rejected or Deficient Materials

14. Haul Roads

- A. Identification of routes
- B. Restrictions, noise & dust control

15. Surveying

- A. Initial layout and data transfer

16. Safety

- A. Contractor's Safety Plan
- B. Job-related injuries and how will they be handled
- C. Incident Management
- D. Emergency protocols and contacts



17. Project Acceptance and Finals Process

- A. Final acceptance procedure and punch list
- B. Retainage

18. Other Comments/Adjourn