



Spotsylvania County Utilities
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Pre-Construction Meeting Agenda Outline

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Date: _____

Project Name: _____

Assigned Inspector: _____

New Construction Project Number: _____

Site Plan Number: _____

Note: For full engagement at Pre-Construction Meeting, ensure that all parties responsible for First and Final Acceptance items are in attendance.

Introduction and Designation of Responsible Personnel

- Circulate a sign-in sheet for attendance. Each attendee should introduce themselves and relate what role they will perform in the project.
- Inspector presence on site
- Project communication
- Owner and Engineer testing and inspection (3rd party testing / Geotechnical Engineer), include notification requirements

Project Overview

- Provide a brief overview of the project
- Public vs Private – outline what the Department intends to inspect, and which inspections are the responsibility of other organizations (i.e. Building Department, Fire Marshal, etc.)

Project Timeline/Schedule

- Anticipated Start Date (CIP: Notice to Proceed)
- Anticipated Completion Date
- Normal Working Hours: 7:00am to 3:00pm
- Holidays and Weekends – Weekend Inspection Request form is required
- Verify CTC Issuance

First and Final Acceptance Requirements

- Provide a hand-out to each attendee which lists requirements
- Discuss responsible party for each acceptance requirement

Drawings and Specifications Distribution

- Verify construction plans (revision and date) match Inspector's plans
- Verify Approval Stamp on the site plan

Shop Drawing Review

- Due prior to construction
- Review Period
- Questions on submittals

Safety and First Aid Procedures

- Contractor to take lead on safety
- Notification to Fire and EMS (ex. Hydrants being placed out of service)

Sensitive Project Components

- Coordination of water disruptions, temporary water, bypass pumping
- Traffic/Pedestrian Control
- Construction within VDOT right of way
- Construction water: rates and usage
- Site Investigation and Locating
- Utility Protection
- Recording Easements
- As-Built Drawings

Process for Deviation Approval (Public and Private)

- Department must approve any deviations from DSM or Approved Plans.

Processing of Field Decisions and Change Orders (Only when Spotsylvania County is project Owner)

- A change order is required for anything that necessitates a change in project time or price. All change orders must be submitted in writing to Engineer and Owner.

Procedures for Maintaining Record Documents

- All conditions must be documented for As-Builts. Contractor to provide daily access to professional land surveyor or as necessary prior to backfilling.
- Inspector shall have access to As-Builts at all times.

Current Action Items

Open for Questions and Comments