

City of Saco

Subdivision And Site Plan Development  
Pre-Construction Meeting Checklist

1. Review, Conditions of Approval
2. Cost Estimate Worksheet
3. Technical capacity, bonds & inspection account
  - Financial capacity established
  - Letter of Credit – 150% of site development cost
  - Inspection Account – 3% of site development cost
4. Permits – Local, State & Federal
  - DEP permit
  - Army Corp
  - Street opening
  - Sewer
5. General Contractor & Subcontractors contact information
  - Names and Telephone and/or pager nos. for:
    - Primary Contact Person
    - G.C. Project manager
    - G.C. Job Superintendent
    - Subcontractors Key person/decision maker
6. General contractor performance history and capacity
  - General Contractor's overall experience
  - General Contractor's experience in Saco
  - General Contractor's equipment capacity
7. CPM or PERT schedule, where applicable
  - Mobilization date
  - Start & completion of major milestones
  - Critical equipment/material delivery dates
  - Estimated Utility inspection & Testing dates
8. Shop drawings and samples required
  - 4 copies shop drawings – All items within City ROW or to be City maintained.
    - Pipe material
    - Precast structures
    - Castings
  - Samples – Road construction materials

9. Underground or overhead utility arrangements
  - CMP
  - Telephone
  - Natural Gas
  - Biddeford Saco Water
  - Cable TV
  
10. Review of construction plans and details
  - Mobilization & site access
  - Site signage
  - Site preparation
  - Erosion control measures
  - Traffic control where required
  - Underground utilities
  - General construction techniques
  - Pavement, curbing and sidewalk construction
  - Clean up and demobilization
  
11. City of Saco construction and material standards review
  - Review City standard details for conformance or deviations
  
12. City of Saco inspection and testing requirements
  - DHAI inspections
  - City personnel inspections
  - Compaction testing
  - Utility TV inspections – At developers expense
  
13. As-built plan requirements
  - Who will prepare
  - Due prior to release of Letter of Credit, Inspection account