

Pre-Construction Meeting Checklist for Stream Crossings DGR LVR Date: _____

Applicant: _____ **Road Name:** _____ **LAT/LONG:** _____

Applicant Reps: _____

CD Reps: _____

Additional Attendees: _____

Summarizes discussion points for an on-site meeting prior to construction. More information in Chapter 8 of the DGLVR Stream Crossing Replacement Technical Manual.

Logistical Discussion Points

- Proposed start date:** _____ **Proposed completion date:** _____
- CD Notification:** _____ days before project work begins by applicant
- Timelines** (mobilization, demobilization, project phases)
 - Deadlines for instream work restrictions
- Project Overview / Changes:** (overview workplan, procedures for changes in project scope, timeline, cost)
- Notifications:** (PA One-Call, 911 services, notify impacted landowners, road closures, signage)
- Site Marking:** (Considerer painting or flagging features on the road before or during the meeting)
- Oversight:** Level of on-site CD involvement (at a minimum, the CD must be on site regularly during construction)
- Engineer inspection requirements and timing:**
 - Installation of structure subgrade
 - Installation of footings, abutments, etc.
 - Installation of grade control features, bank margins, and streambed substrate.
 - Installation or placement of stream crossing structure
 - Compaction and backfill of stream crossing structure
- Discuss chain of contact between all entities:**
 - Point of contact for each entity
 - Who initiates each step or verifies each step prior to moving forward
- Receipts:** (receipts, invoices, or other appropriate proof of expenses)
- Prevailing wage:** (copy of certified payroll needed prior to making final payment)
- Permits:** (in place before work begins, meet any seasonal restrictions)
- Final inspection:**
 - The design engineer must provide the project owner with a signed and sealed certification for that certifies the critical stages were inspected and installed in accordance with the DGLVR Stream Crossing Design and Installation Standard and construction documents.
 - Engineer must provide red-lined construction document indicating the as-built conditions

Project-Specific Discussion Points

- Erosion and sediment controls** (what is needed and who is responsible)
 - Review the approved plan and discuss provision for any necessary changes
- Landowner agreements** (written approval prior to work outside the ROW)
- Staging or storage areas** (for equipment and materials storage if necessary)
- Waste sites**
- Structure**
 - Delivery: when, where
 - Assembly: when, where (in channel or out), who
 - Installation: when, who, equipment needed
- Stream Crossing Construction Plans**
 - **Stream Continuity**
 - Reconstructed slope
 - Tie in points
 - Grade control details
 - In stream structures

