

Pre-Construction Meeting Submittal Checklist

CDA Project No.: _____

Project Title: _____

Construction Mgr/Company: _____

Mtg. Date/Time/Location: _____

- Pre-Con Meeting Agenda – filled out and submitted.
- 100% CDA review comment response in writing
- Building / Electrical Permits. No. _____
- Permit set of drawings with reviewers signatures/notes- Hard copy
- Construction Schedule
- List of Subcontractors
- Certificate of Insurance to include this wording: “the City of Chicago and its representatives as additionally insured”.
- Safety information per CDA Construction Safety Manual (CAS)
 - Incident Notification Plan
 - Site Specific Safety Plan
 - Job Hazard Analysis (JHA)
 - Dedicated On-Site Safety Professional to provide:
 - Resume representative of 5 years of Safety specific experience
 - 30 Hr. OSHA card
 - AED/CPR card
 - Stop the Bleed and First Aid Certification
- Staging and haul route
- Barricade plan
- 7460 (FAA case study determination)
- Minority Participation Form for Concession Projects.
- Confined Space Permit (See EForms Document Section for form.)
- IT Construction Requirements Form (See EForms Document Section.)

In order to schedule a Pre-Con meeting, the Contractor must submit electronic versions of the above to Dorothy Izewski at dorothy.izewski@cityofchicago.org. A permit set of drawings is to be brought to the meeting for CDA Design and Construction.