

## 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 reviewer signatures/notes- Hard copy
- Construction Schedule
- List of all first-tier Subcontractors.
- Certificates of Insurance for prime contractor and first-tier subcontractors 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
- Site Logistics Plan, including staging and haul route
- Barricade plan
- FAA 7460 approved (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).
- Dig Book (for projects digging below grade, if applicable).
- New Meters for:
  - Gas                      Yes                       No
  - Water                      Yes                       No
  - Electric                      Yes                       No

To schedule a Pre-Construction meeting, the Contractor must submit electronic versions of the above to Niels De Vita at [niels.devita@cityofchicago.org](mailto:niels.devita@cityofchicago.org). A permit set of drawings is to be brought to the meeting for CDA Design and Construction.