

**APPENDIX H**

**PRE-CONSTRUCTION MEETING  
AGENDA / MINUTES**

Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

Project Title / Public Improvements: \_\_\_\_\_

**PARTIES**

Owner (Developer): \_\_\_\_\_ Phone Number: \_\_\_\_\_  
As Noted in Definitions

Owner's Engineer: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
As Noted in Definitions \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contractor: Section 0100, Part 1.12  
As Noted in Definitions \_\_\_\_\_

Manager: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Site Superintendent: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Sect.1.12.05  
Safety Representative: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Sect. 1.12.03

Township: \_\_\_\_\_  
Supervisor: Adam Elenbaas Phone Number: 616.895.6295 x12  
DPW Superintendent: Chad Doornboss Phone Number: 616.895.6295 x13  
DPW Inspector: Jon Currier Phone Number: 616.895.5142  
Fire Department: Dave Pelton Phone Number: 616.895.6295 x30  
Maintenance Dept.: Larry Haveman Phone Number: 616.895.6295 x8  
Sidewalks

Township Engineer: Fleis & VandenBrink Phone Number: 616.977.1000  
Engineer: Bruce Pindzia Phone Number: 616.260.4306  
Inspector: Dudley Pierce Phone Number: 616.291.9088

**PERMITS**

Agencies / Permits: Ottawa County Road Commission (work within ROW)  
Section 1.04 Ottawa County Water Resources Commissioner (SESC, County  
Drain / Storm Water Management)  
MDOT (work within ROW)  
MDEQ (Wetland, Inland Lakes and Streams, Notice of Coverage,  
Water Main, Sanitary Sewer)  
Other: \_\_\_\_\_

**FROM PROJECT CHECKLIST**

Confirm receipt of the following:  
 Letter of Credit  
 Certificate of Insurance  
 Copy of DEQ Permits  
 Copies of Permits from OCRC, OCWRC & MDOT

- Executed Easements
- Executed Storm Water O&M Agreement

**SCHEDULE**

Anticipated Start Date: \_\_\_\_\_

Detailed Schedule: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Completion Date(s): \_\_\_\_\_  
 \_\_\_\_\_

**UTILITIES**

Identify potential conflicts / scheduling concerns

Electric: Consumers Energy  
 \_\_\_\_\_  
 \_\_\_\_\_

Great Lakes Energy  
 \_\_\_\_\_  
 \_\_\_\_\_

Gas: DTE Energy / Michcon  
 \_\_\_\_\_  
 \_\_\_\_\_

SEMCO  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone: AcenTek  
 \_\_\_\_\_  
 \_\_\_\_\_

AT&T, SBC / Ameritech  
 \_\_\_\_\_  
 \_\_\_\_\_

Cable Vision: Charter Communications  
 \_\_\_\_\_  
 \_\_\_\_\_

AcenTek  
 \_\_\_\_\_  
 \_\_\_\_\_

Water Transmission: City of Grand Rapids (M-45 & Fillmore)  
 \_\_\_\_\_  
 \_\_\_\_\_

City of Coopersville (60<sup>th</sup> Avenue north of M-45)  
 \_\_\_\_\_  
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**MISCELLANEOUS**

Subcontractors / Material  
Suppliers:

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Shop Drawings / Submittals (to Township & Township Engineer): Prior to Construction

Certifications on pipe  
Product data – pipe fittings, valves, hydrants, etc.  
Concrete mix design - sidewalk

Staking: Sect. 1.18

By (firm name): \_\_\_\_\_  
Notice: 2 working days  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Materials Testing:  
Sect. 1.18 & 1.36

By (firm name): \_\_\_\_\_  
Notice: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Compaction: \_\_\_\_\_  
\_\_\_\_\_

Bituminous: \_\_\_\_\_  
\_\_\_\_\_

Concrete: \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

Public Safety /  
Convenience:

Dust Control, Tracking and Access  
Barricades & Signing  
Protection of Work Areas

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Anticipated Road Closures / Detours:

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Notice to Police, Fire Department, Schools:

Notify Township and Township will Notify

**SPECIAL REQUIREMENTS**

OCRC	IDR's Inspection / Testing Detours	_____ _____ _____ _____
OCWRC	SESC	_____ _____ _____
MDOT	Notification Inspection	_____ _____

**ALLENDALE TOWNSHIP**

Date of Approved Plans: \_\_\_\_\_

Record Drawings: Sketches, Dimensions, Witnesses:  
Sect. 1.12.07  
By Contractor (with assistance of Township Inspector)  
  
Preparation of Record Drawings:  
By Owner's Engineer

24 Hour notice needed for Visual Inspections  
48 Hour notice needed for Pressure Testing / Televising Inspections

All deviations and revisions from approved plans must be reviewed and approved by Township and Township Engineer

Connection Fees: Obtain current fact Sheet for water and/or sewer from Township

Allendale Fire Department: Sections 1410 – Access for Fire Fighting and Section 1412 – Water Supply for Fire protection of the most recent edition International Fire Code will be enforced (see Section 1.49 of the general Requirements of the Township Standard Construction Requirements)

Stationary rods for curb stops shall be obtained from East Jordan.

**Sanitary Sewer:**

Testing: Exfiltration Air Test  
Video Televising (30 days  
after last backfill)

**Water Main:**

Testing: Pressure / Leakage Test  
Flushing  
Chlorination: Samples / testing of bacteriological requirements by Township

**Sidewalk / Shared Use Path:** Inspection / approval of forms required prior to pouring concrete

