

**PROJECT CHECKLIST**

**PROJECT:**

<b>Item No.</b>	<b>Item Description</b>	<b>Projected Date</b>	<b>Actual Date</b>	<b>Comment</b>
1	Define project scope			
2	Client authorize engineering			
3	Initial client/engineer conference			
4	Research records and files			
5	Field survey and reconnaissance			
6	Videotape project site/easements			
7	Underground utilities located and marked			
8	Research property survey records			
9	Soil borings, test drilling, subsurface investigation			
10	Committee meeting/refine project scope			
11	Reduce field notes			
12	Committee meeting-review preliminary concept			
13	Preliminary plans and specifications			
14	Preliminary budget/Construction cost estimates			
15	Client meeting review preliminary plans/specifications			
16	Easements, survey, and legal documents, etc.			
17	Final plans and specifications			
18	Engineering report (summary of work)			
19	proposal and bid documents			
20	Approval from client for final plans/specifications			
21	Submit plans/specifications to regulatory agencies			

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22	Obtain approvals/permits from regulatory agencies			
23	Department of Environment and Conservation			
24	Department of Transportation			
25	Corps of Engineers			
26	Water Utility			
27	Sewer Utility			
28	Stormwater Utility			
29	Railroad Company			
30	Gas Utility			
31	Cable TV			
32	Electric Utility			
33	Telephone Company			
34	Public Hearing			
35	Organize (commence) bidding process			
36	Obtain wage rates (state/federal)			
37	Advertise for bids			
38	Supply plans an specifications to Plans Room			
39	Send plans an specifications to contractors			
40	Prebid conference			
41	Bid opening			
42	Minutes, bid tabulation, proposal analysis			
43	Recommendation to client			

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44	Notice of award			
45	Construction Contract Document final preparation			
46	Client Attorney's contract certification			
47	Client resolution to sign construction contract			
48	Signing of construction contract			
49	Preconstruction Conference			
50	Notice to proceed			
51	Shop drawing review			
52	Construction staking			
53	General inspection services, photos, daily logs, etc.			
54	Construction records			
55	Contractor payment requests review and certification			
56	Periodic status reports			
57	Inspection and certification			
58	Prepare punch list			
59	Final inspection and certification			
60	Preparation of construction record drawings (as-builts)			
61	Final payment request review and certification			
62	Pre-Warranty expiration inspection and follow-up			