

*Pre-Construction Meeting
Documentation Checklist*_____
Tenant Name_____
Facility_____
Project_____
TAA Number**Instructions**

Use this Checklist to be sure all of the required documents are submitted to The Port Authority of New York and New Jersey in advance of the Pre-Construction Meeting. Approval to construct will not be given until this submittal is approved by The Port Authority of New York and New Jersey. Incomplete submissions could result in delays to the start of construction.

The package is submitted to the REO, who will coordinate reviews as necessary.

Documents to be Submitted

Contractors Insurance Certificates (must be approved by Port Authority prior to the scheduling of the pre-construction meeting)

M/WBE Participation Plan (must be approved by Port Authority prior to the scheduling of the pre-construction meeting)

Health and Safety Plan (as applicable, must be approved by Port Authority prior to the scheduling of the pre-construction meeting)

Environmental Management Plan (as applicable, must be approved by Port Authority prior to the scheduling of the pre-construction meeting)

Name and 24-hour emergency number of the Prime Contractor under contract with Tenant

List of all subcontractors with any applicable licenses, i.e., mechanical, fire protection, and electrical

A detailed construction schedule outlining start and completion dates, anticipated dates of special inspections, partial or final inspections, grand opening events, or other key milestones

Hours of work

A review of all proposed construction staging areas, haul routes and delivery routes, including any needed modifications

Contractor's Waste Management Plan (as applicable)

Security Plan including information security requirements (as applicable)

List of all applicable Special Inspections

Other Documents as might be required by the scope – consult REO