

PRE-DESIGN MEETING PREPARATION CHECKLIST

Pre-Design Meeting Preparation – Design Engineer

- Project team and expertise; project lead, internal quality assurance
- Design criteria and standards to be used
- General list of alternatives available
- Additional data needs to further define alternatives, dam, foundation or borrow sources
- A preliminary schedule for the project

Pre-Design Meeting Preparation – MTDSP

- MTDSP Engineering staff assigned and Project Lead
- Design criteria and standards – recommendations
- Expectations:
 - Submittals
 - Design analysis
 - Design report components
 - Timing (if restriction or operation permit condition in place)
 - External review (Internal, State Consultant or Owner funded review panel)
 - Inspection and oversight flexibility
- Communication protocol to be used

Pre-Design Meeting Preparation – Dam Owner

- Primary owner contact
- Reservoir operation constraints / required releases
- Time and budget constraints
- Site access constraints

Considerations/Questions

- Is there a need to construct the project in phases for cost or other reasons?
- Will the proposed work change the hazard classification of the dam?
- Can the owner assist with any portion of the project to reduce costs?
- Will other government agencies need to be involved in the project?
- Are there environmental concerns with potential to dictate project direction?