



PRE-CONSTRUCTION CONFERENCE REQUEST

Submit a complete form to the City Engineer to schedule a pre-construction conference. The City Engineer will determine the conference date, time, and location and tell the Project Manager/Superintendent. **The Project Manager/Superintendent is responsible for coordinating all invitations and ensuring the attendance of all required project representatives. The City of Heath will not act as Project Manager/Superintendent.** Send the complete Pre-Construction Conference Request form to Richard Dormier, P.E., City Engineer, richard@fmi-dallas.com and Leisa Price, Building Official, lprice@heathtx.com.

PROJECT NAME: _____

REQUIRED PROJECT REPRESENTATIVES: ALL REQUIRED PROJECT REPRESENTATIVES must be present. Any absence will require the conference to be canceled and rescheduled. Franchise utilities must be invited, but their attendance is optional.

OWNER NAME: _____

Phone (Day) _____ Phone (Night) _____ Email _____

PROJECT MANAGER/ SUPERINTENDENT - NAME: _____

Phone (Day) _____ Phone (Night) _____ Email _____

DESIGN ENGINEER - NAME: _____

Phone (Day) _____ Phone (Night) _____ Email _____

GRADING CONTRACTOR - NAME: _____

Phone (Day) _____ Phone (Night) _____ Email _____

UTILITY CONTRACTOR - NAME: _____

Phone (Day) _____ Phone (Night) _____ Email _____

PAVING CONTRACTOR - NAME: _____

Phone (Day) _____ Phone (Night) _____ Email _____

EROSION CONTROL CONTRACTOR - NAME: _____

Phone (Day) _____ Phone (Night) _____ Email _____

TESTING LAB - NAME: _____

Phone (Day) _____ Phone (Night) _____ Email _____

FRANCHISE UTILITY COMPANY NAME: _____ Contact Name: _____

Phone (Day) _____ Phone (Night) _____ Email _____

FRANCHISE ELECTRIC COMPANY NAME: _____ Contact Name: _____

Phone (Day) _____ Phone (Night) _____ Email _____

FRANCHISE GAS COMPANY NAME: _____ Contact Name: _____

Phone (Day) _____ Phone (Night) _____ Email _____

FRANCHISE TELEPHONE COMPANY NAME: _____ Contact Name: _____

Phone (Day) _____ Phone (Night) _____ Email _____

FRANCHISE CABLE COMPANY NAME: _____ Contact Name: _____

Phone (Day) _____ Phone (Night) _____ Email _____

CITY OF HEATH STAFF: The Project Manager/Superintendent must invite all the following staff to the conference:

CITY ENGINEER: John Hernandez (972)961-4871 cell jhernandez@heathtx.com

CAPITAL IMPROVEMENT PROGRAM MANAGER: Mike Shook (972)806-2772 cell mshook@heathtx.com

BUILDING OFFICIAL: Leisa Price (214)476-2095 cell lprice@heathtx.com

PUBLIC WORKS DIRECTOR: Bryan Creed (972)961-4870 office bcreed@heathtx.com

PUBLIC WORKS CONSTRUCTION INSPECTOR: Fred Burns (972)969-9063 cell fburns@heathtx.com

DIRECTOR OF PLANNING & DEVELOPMENT: Zack King (972)961-4832 office zking@heathtx.com

DIVISION MANAGER-UTILITIES & STREETS: Martin Chavez (469)969-9063 mchavez@heathtx.com (attendance optional)