



# 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](mailto:richard@fmi-dallas.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:** Richard Dormier (972)489-6523 cell [richard@fmi-dallas.com](mailto:richard@fmi-dallas.com)

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

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

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

**PUBLIC WORKS CONSTRUCTION INSPECTOR:** Martin Chavez (972)969-9063 cell [mchavez@heathtx.com](mailto:mchavez@heathtx.com)

**ACM/DIRECTOR OF COMMUNITY DEVELOPMENT:** Aaron Adel (972)961-4875 office [aadel@heathtx.com](mailto:aadel@heathtx.com)

**DIVISION MANAGER-UTILITIES:** Martin Chavez (469)969-9063 [mchavez@heathtx.com](mailto:mchavez@heathtx.com) (attendance optional)

**DIVISION MANAGER-STREETS:** Randy Patton (972)256-6933 cell [rpattton@heathtx.com](mailto:rpattton@heathtx.com) (attendance optional)