



State of Oregon Department of Environmental Quality  
**Preconstruction Meeting/Project  
Management Conference Agenda**

Contact: [Regional Project Officer](#)  
503-229-LOAN

This is a list of agenda items for a meeting DEQ holds at the loan recipient's office after the project contract is awarded and before project construction starts.

1. Copy of the executed contract and the Notice to Proceed
2. Erosion Control Plan (must be approved before construction begins)
3. Stormwater permit (if more than one acre is disturbed)
4. Monthly Progress Reports (including state Bureau of Labor and Industries actions)
5. All documents submitted through DEQ project officer
6. Change Orders (written approval if > \$100,000)
7. Disbursement Requests
8. Plan of Operations (should be delivered at this conference)
9. Performance Evaluation Standards (draft @ 50 percent; final @ 90 percent construction)
10. Operations and Maintenance Manual (draft @ 50 percent; final @ 90 percent construction)
11. Project officer will withhold payment for failure to submit documents
12. Inspections and worker interviews
13. Initiation of Operations (on loan recipient letterhead)
14. Construction Certification
15. Performance Evaluation Report
16. Performance Certification
17. Corrective Action Plan
18. Records Keeping
19. DEQ project sign (decal given to loan recipient at this meeting)
20. BOLI regulations (loan recipient's requirements to monitor wage postings, review payroll, conduct field interviews, retain records;
21. Davis-Bacon wages must be posted on site
22. Disadvantaged Business Enterprise (DBE) report Equal Opportunity Employment posting (Executive Order No. 11246); non-discrimination; etc.
23. Safety
24. Spills (should be prepared to contain)
25. National Pollutant Discharge Elimination System permit responsibility during construction and discharges of test water/stormwater

**Alternative formats**

DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email [deqinfo@deq.state.or.us](mailto:deqinfo@deq.state.or.us)