

Minnesota Office of Broadband Development BEAD Pre-Construction Meeting Guidance

***Disclaimer:** This is **Version 1**, published **July 2026**. This document is intended solely to assist subrecipient in better understanding the Minnesota BEAD program and associated policies/processes. This document does not supersede, modify, or otherwise alter applicable statutory or regulatory requirements, the terms and conditions of the award, or the Grant Agreement. In all cases, statutory and regulatory mandates, the terms and conditions of the award, and NTIA policies and guidance shall prevail over any inconsistencies contained in this document.*

Background:

As a part of the Broadband Equity, Access and Deployment (BEAD) Program Minnesota Office of Broadband Development (OBD) Grant Agreement requirements (Exhibit D.4), subrecipients must convene pre-construction meeting(s) with utility owners within the project area to facilitate utility locating, eliminate unnecessary costs, maintain construction timelines, and ensure safe and timely locating of facilities. If a utility owner accepts, the Grantee shall convene a meeting to discuss the project construction area, deployment timeline, and intended locating request, establish points of contact, and provide any other information to the utility owner necessary to facilitate locating. The subrecipient must provide proof of this meeting to meet disbursement milestone #3 requirements. If a utility owner declines a meeting or does not respond, the subrecipient shall report to the State prior to commencing work.

Subrecipients are also responsible for complying with [Minnesota Statutes 216D.04](#), and other [Gopher State One Call](#) requirements, as applicable.

Setting up a Pre-Construction Meeting:

After National Environmental Policy Act (NEPA) has been completed for a NEPA project area, the subrecipient will receive a National Telecommunications and Information administration (NTIA) NEPA decision document and an OBD Notice to Proceed document for the locations within that NEPA project area. Construction and implementation in that NEPA project area may begin once those two documents are received. **Construction must not begin in any NEPA project area until both the NTIA NEPA decision and OBD Notice to Proceed have been issued.**

1. The invite should be addressed to all facility owners that will be impacted by the project, including gas, transmission, electric, water, and telecommunications facilities. An invitation may also be sent to other applicable parties such as OBD

staff, state or federal permitting staff, or county, city, township or other local representatives.

2. In addition to outlining the meeting details, the invitation should include the following documents:
 - a. An initial primary point of contact for the BEAD project: including their name, company and e-mail address
 - b. Map(s) representing the full scope of the project that have sufficient resolution and detail to allow a utility owner to identify where the broadband facility is being placed and if applicable how deep. Maps should include a general description of project phasing, delineating where work will begin first.
 - c. A construction timeline, broken into categories such as pre-construction design and planning, environmental review, and groundbreaking. The timeline should provide at least quarterly detail (for example Spring 2026) and a narrative description explaining any areas of uncertainty.
3. A representative from the BEAD subrecipient should attend the meeting, regardless of what work is assigned to a subcontractor.

Agenda Items to Consider:

There are many project-related items to discuss during the pre-construction meeting. The project engineer usually facilitates the meeting and should plan ahead to prepare a comprehensive agenda specific to the project. The following items, where applicable, are recommended agenda items to discuss.

1. Establish primary points of contact.
2. Review construction scope of work and detailed project maps, including what technology is deployed, where in right of way the facility will be located and what excavation techniques will be used.
3. Review project timeline and phases of construction. Discuss areas of uncertainty and how the subrecipient is addressing the uncertainty.
4. Talk through an example locating request and resulting field work. Discuss roles, timeline, and expected results.
5. Discuss how to troubleshoot locating issues in various scenarios (delayed start, cut line, duplicate requests, etc.).
6. Discuss the capacity of utility owners to locate facilities. How can work be prioritized or scheduled to reduce inefficiency and expedite the project?
7. If applicable, request from facility owners a list of contracted utility locating companies, and a point of contact.
8. If applicable, discuss and identify any special provisions included in the NTIA NEPA Decision Document and the OBD Notice to Proceed document. Special provisions may include archaeological avoidance measures, on-site monitoring of

construction, erosion control measures, endangered species avoidance procedures, and more.

9. Identify and discuss procedures to be implemented should unexpected archeological items or artifacts be unearthed during construction work.
10. Discuss Health and Safety Considerations.
11. Discuss Site Cleanup/Closeout Procedures.

Meeting Best Practices:

Identifying Points of Contact

- Subrecipient point(s) of contact should include at least one person familiar with the on-the ground construction that has direct responsibility for managing excavation activities.
- Utility owners' points of contact should include at least one person responsible for scheduling and fieldwork related to locating facilities in the county or region of the project. Establish communication preferences and procedures.
- What communication method is most effective (e.g. phone call, email, meeting)?
- Establish a "day of" point of contact to address small-scale issues occurring in the field as work progresses.

Scope of Work

- Discuss the project plan and identify what project details are most important for a facility owner. Follow up with additional details upon request.
- Discuss data-sharing among participants. Do utility owners have facility maps or project timelines to share?
- What parts of the project scope and timeline are currently uncertain? When will these be finalized?
- How would a changing project affect a utility owner's ability to locate on a timely basis? How far in advance do utility owners prefer to be notified of changes?

After the Meeting:

- For each pre-construction meeting, it is essential to document the date and attendees – including those who did not attend – in the project files.
- Consider scheduling ongoing meetings at a regular cadence to check in on progress.
- Provide follow-up information regarding changes in timeline or scope of work.

Additional Resources:

Pre-Construction Meeting Subrecipient Disbursement Milestone

BEAD subrecipients are paid based on completed milestones. As detailed in BEAD Grant Agreement, milestone 3 requires that the subrecipient provide evidence of a pre-

construction meeting or meeting invitation. Preferred evidence would show the date, location, and time of the meeting held and a list of who was invited and who attended.

For additional questions, visit our [BEAD website](#) or reach out to Environmental and Land Use Coordinator, Megan Messerole at megan.messerole@state.mn.us or 651-259-7387.

Gopher State One Call

- [Gopher State One Call](#): file a locate request [online](#) or by calling either 8-1-1 or 651-454-0002.
- [Design/Pre-Con Meet Tickets: Five Common Questions Answered](#)