Section 3.1

PRECONSTRUCTION CONFERENCE

3.1.1 Purpose

This chapter details who should be included and the information to be covered and discussed in the preconstruction conference, as well as the meeting scheduling, notification, agenda, and minute requirements.

3.1.2 Authority

Sections 20.23(3)(a), and 334.048(3) Florida Statutes (F.S.)

3.1.3 References

Section 337.125, F.S.

3.1.4 General

The forms referenced in this chapter can be found on the Department's website:
http://www.dot.state.fl.us/proceduraldocuments/formsandprocedures.shtm

3.1.5 Scheduling

Resident Level Responsibilities

The Project Administrator shall schedule and conduct a preconstruction conference after receipt of a copy of the ***Notice of Award*** and prior to any work beginning. The scheduled date of the conference shall be selected to accommodate the interests of all affected parties. Notice of the scheduled date must include a brief description of the project. The project description must be written in terms easily understood by the general public.

A utility coordination meeting will also be held with the Contractor and all utility companies. This meeting should be held as soon as possible after receipt of a copy of the ***Notice of Award***. The purpose of the meeting is to determine the utilities'

progress/status of proposed relocation.

Once the Resident Engineer's staff, the Contractor, or the contract requirements dictate that there is a need for a Post Preconstruction Conference, the Project Administrator notifies all affected parties in writing and conducts said meeting.

3.1.6 Notices

Resident Level Responsibilities

Prior to scheduling the Preconstruction Conference, the Project Administrator will request, in writing, that the Contractor submit a list of plan errors, omissions, or ambiguities and any other issues that need to be discussed at the preconstruction conference to clarify the Plans and Special Provisions. If the project requires a Dispute Review Board, the Project Administrator will request the name of the Contractor's representative so that the Department's member can meet with that representative and they can jointly name the third member of the board.

The preconstruction conference notice shall contain the date, time, and the location of the meeting. The notice shall be sent to the parties known to have an interest in the proposed project including, but not limited to:

(1) Utility Companies

(2) City

(3) County

(4) Federal Highway Administration

(5) Coast Guard

(6) Police, Highway Patrol, Sheriff

(7) Department of Environmental Protection

(8) Department District Representatives

(9) Contractor Representatives

(10) Subcontractor Representatives, including Disadvantaged Business Enterprise

(DBE) Subcontractor Representatives

(11) Contractor Supplier Representatives

(12) Special Interest Representatives

(13) Engineer of Record

(14) Department Design Project Manager

(15) Any agency having permitting authority

(16) State Toll Facilities Coordinator

(17) Emergency Medical Personnel

(18) Local Transit and/or Port Authority

(19) Florida Jobs and Benefits

(20) District Public Relations Office

(21) WAGES (Work and Gain Economic Self Sufficiency) Program Office

(22) Dispute Review Board

(23) U.S. Department of Labor

(24) Army Corps of Engineers (ACOE)

(25) Water Management District(s) (WMD)

The notice addressed to the Contractor shall contain a list of items it is required to submit prior to the conference such as: Equal Employment Opportunity documents, erosion control and storm water pollution prevention plan, maintenance of traffic plan, channelizing device supplier (CDS), proposed work schedule, list of equipment including the model number, serial number, and date of manufacture, certificate of maintenance of traffic supervisor, vehicle registration affidavit, Quality Control Plan, etc. The above listed plans must have written approval before any construction activities begin per specification requirements.

A notice to the Florida Department of Environmental Protection (DEP) shall contain the DEP file number assigned to the permit when some of the work is covered under a DEP permit.

Pursuant to ***Section 337.125(2), F.S.***, notice of the preconstruction conference must be sent to each DBE subcontractor anticipated to perform work on the contract.

3.1.7 Agenda

Resident Level Responsibilities

The Project Administrator will prepare an agenda similar to one shown in ***Guidance Document 3-1-A***. The agenda should include the submittal requirements required by the Contract.

3.1.8 Minutes

Resident Level Responsibilities

The minutes of the preconstruction conference shall be reduced to typewritten form as soon as practical. A copy of the completed minutes shall be sent to all attendees of the preconstruction conference and any other interested parties within fourteen (14) calendar days from the date of the meeting with a request that any errors and omissions in the minutes be returned to the writer within fourteen (14) calendar days. All preconstruction construction dialogue must be recorded by digital recorder or video. The recording will be retained as part of the project records.

NOTE: Before the start of any project level meeting the following statement must be read: “This meeting is being audio/video recorded and will become part of the construction project records.” These recordings should be converted to a digital format (MPEG, AVI, FLV, or WMV) and loaded into the Electronic Document Management System as part of the project files.

Guidance Document 3-1-A

Sample Preconstruction Conference Agenda

(1) Project Description

(2) Delineation of lines of authority. Names and emergency telephone numbers for the Contractor, Department and others will be entered into the record and established issues escalation matrix.

(3) Proposed Starting Dates - Contractors and subcontractors -- flextime (selected projects) - lead-in time and number of shifts or extra hours they propose to be working, etc.

(4) Each utility representative to give an up-to-date report of the status of utility adjustments, relocations, removal, and new installation. In addition, the utility representative shall furnish the names and phone numbers of contact persons who will be available on call. A Contractor/utility meeting schedule shall also be established.

(5) Contractor to discuss errors, omissions, and ambiguities in the Contract Documents that are known to exist. Preconstruction minutes should document, in detail, the Contractor's knowledge of errors, omissions, and ambiguities.

(6) Maintenance of Traffic Plans review and discussion. (Remind Contractor, plans must have written approval before construction activities can begin.) Also, Alternative Traffic Control Plans must have written approval before work begins. (Refer to CPAM Chapter 9 for additional information)

(7) Construction schedules and progress chart submittals. When appropriate, establish meeting schedules (weekly-monthly) and locations to discuss job progress and to determine controlling work items for the next review period. Reiterate that schedule updates are required when there are significant changes to the planned order or duration of an activity. Also, updates should be submitted within 7 calendar days after the monthly estimate cut-off date for projects requiring a critical path method schedule (refer to project special provisions).

(8) Business and Community Impact Plan

(9) Hurricane or other emergency evacuation plans should be discussed (i.e., securing project, responsibilities, etc.). Project-specific evacuation plans should be developed as soon as possible, and provide details as to phases or major activities that could possibly be affected.

(10) Partnering session with approved facilitator, if required.

(11) Dispute Review Board and Regional Disputes Review Board (as applicable)

(12) Insurance policy requirements

(13) Contractor's vehicles registered in State of Florida. The Contractor's affidavit is due on the first working day of the project.

(14) Erosion control and storm water pollution prevention plans and discussion. (Remind Contractor that plans must have written approval before construction activities can begin.)

(15) Environmental permits review and discussion – National Pollutant Discharge Elimination System (NPDES) requirements

(16) Special requirements when the Contractor is required to furnish borrow pits (if applicable)

(17) Contractor's request for an endangered species biological investigation (if applicable)

(18) Consultant CEI or materials testing – procedures, relationships, responsibilities

(19) For Mass Concrete elements that are identified in the Plans, the Project Administrator will establish the following:

a. The Contractor shall submit proposed Mass Concrete Temperature Control Plans for review and acceptance by the Department at least ten working days prior to the proposed Mass Concrete placement.

b. Rejected Plans must be resubmitted, addressing the Department's comments. A re-submittal of the Plan may require an additional ten working days for review and acceptance by the Department.

(20) When a project includes bridge construction or drilled shaft, the following items are to be considered:

a. Level II Concrete Plan

b. Pile Installation Plan

c. Drilled Shaft Installation Plan

d. Auger Cast Pile Installation Plan

e. Provide the District Structures Maintenance Engineer with a tentative schedule showing when a bridge is scheduled to be opened to traffic at least 30 days before the scheduled opening date. This will provide the District Structures Maintenance Engineer an opportunity to inspect the bridge before it is scheduled to be opened to traffic. A minimum of 24 hours before the bridge is opened to traffic, notify the District Structures Maintenance Engineer.

(21) Shop drawing submittal procedure. Refer to CPAM 8.4

(22) Copy of the ***QP–2 Certification*** for the Contractor performing any lead-based painting work (prime or sub-contractor)

a. Contractor needs to submit a written certification that is signed by an officer of the company, stating that the company will comply fully with all applicable Occupational Safety and Health Administration (OSHA) and Code of Federal Regulation (CFR) worker protection requirements for the duration of the contract.

(23) Contractor Quality Control (CQC) Plan

a. QC firm and identification of key personnel from the Contractor, QC firm and the Department. The Contractor shall name all CTQP qualified technicians that are to work on the project and shall list each of their CTQP qualification categories along with the date that each qualification expires. If a named technician has a qualification that will expire during the project and if requalification training is not available before the qualification expires then the technician is not permitted to perform the duties of that qualification category until requalification is obtained. The Project Administrator shall emphasize this concern during the preconstruction conference.

b. Lines of Communication

c. Report and test result data entry. (Provide forms of quality control reports, Excel spreadsheet for composite pay factor calculations for asphalt projects, and Instructions for ordering Sample Transmittal Cards to the Contractor).

d. Monthly/final certification, ***Form No. 700-020-02***, ***Construction Compliance with Specifications and Plans***. Provide a copy of the form to the Contractor.

e. Remove Restriction Materials (R^2)

1) Asphalt – Will Contractor be using ***Section 334 of the Standard***

Specifications, Acceptance Option 1 or ***Option 2*** on Contract (if it qualifies for use of ***Option 2***)

2) Earthwork – Are there any areas on the project that meet the "shoulder-only, bike/shared use paths, and sidewalk areas"?

(24) When the project includes signalization, and/or highway lighting, review and discuss the Contract Documents to ensure compliance with the requests of the maintaining agencies. Also discuss holding a pre-installation meeting with maintaining agency, the subcontractor, and supplier (If necessary).

(25) Contractor to discuss any Cost Savings Initiative (CSI) Proposal along with the need for CSI Workshop.

(26) DBE, Equal Employment Opportunity (EEO) and On the Job Training (OJT), to be discussed either at Primary preconstruction conference or Post preconstruction conference are as follows:

a. Establish lines of communications between the Department and the Contractor's Contract Compliance personnel.

b. Proposed starting dates for Contractor and subcontractor

c. EEO

d. Affirmative Action

e. OJT Training Goals

f. OJT Banking Opportunities

g. Utilization of Banking Credits

h. OJT Proficiency Standards/Graduation Requirements

i. Recruitment

j. Contractor to address any Value Engineering Change Proposal (VECP) or Cost Savings Initiative (CSI) Proposal that may affect OJT achievement.

k. DBE

l. Payrolls

m. Wage Rates

n. Posters

o. Field Interviews

(27) Inform the Contractor that, prior to any paving operation, another meeting will be held at which time the Contractor will present the following material:

a. The proposed starting date of the paving operations

b. The location of the asphalt plant(s) to be used

c. The maximum production of the asphalt plant(s) and the expected rate of production.

d. The average haul distance(s)

e. The pavers speed for each placement operation in feet per minute

f. The number of trucks to be used. (The rate of delivery shall be sufficient to assure a continuous paving operation.)

g. The width of the mat for each placement operation

h. The number and types of rollers for each placement operation

i. A sketch of the typical section showing the sequence of the paving for each placement operation, if needed

j. The type of controls to be used for each placement operation

k. The type of milling equipment and street sweeping equipment and when they will demonstrate it

l. Lighting plan if work is to be performed at night

Inform the Contractor that, prior to any paving operation, another meeting will be held, at which time the QC Plan, and the QA/QC specifications as it relates to the paving operations such as the Design Mixes to be used, core frequency and handling of the cores, frequency for covering the milled surface, cross slope correction, smoothness, etc., shall be discussed.

NOTE: No paving operation shall begin before a conference is held to discuss the above items.

(28) A discussion on payment for stock piled materials, ***Form No. 700-010-42***,

Certification and Request for Payment for Stockpiled Materials.

(29) Requirements for submitting requests to sublet, specialty work, ***Form No. 700-010-36, Certification of Sublet Work***, and ***Form No.700-010-11***, ***Notice of Rental Agreement***

(30) WAGES (Work and Gain Economic Self Sufficiency) Program Office

(31) Submittal procedure for time extensions and claims. (Refer to CPAM 7.2 and 7.5)

(32) Contract time extensions requests - adjustments - initiating time extension requests - justifications for time extensions (controlling work items affected - conditions beyond Contractor's control, etc.). The Contractor is to be furnished a copy of ***Form No. 700-010-56***, ***Contractor's Time Extension Request***.

(33) Discuss actions to be taken if an unpaid bill letter is received by the Department. (Refer to CPAM 6.1)

(34) The Project Administrator shall provide the Contractor a copy of ***Form No. 700-010-25***, ***Contractor's Past Performance Rating***, at the Preconstruction Conference and explain the documentation of the Contractor's performance. (Refer to CPAM 13.1)

(35) Warranties, Warranty/Maintenance Bond, Guaranteed Specifications, if required

(36) The Contractor shall provide certifications under oath made by an officer or director of the Contractor with authority to bind the Contractor for the following:

a. A listing of on-site clerical staff, supervisory personnel and their pro-rated time assigned to the Contract

b. Actual Rate for items listed in ***Table 4-3.2.1*** in ***Specification 4-3.2.1***

c. Existence of employee benefit plan for holiday, sick, vacation benefits, and a retirement plan

d. Payment of per diem is a company practice for instances when compensation for per diem is requested

(37) Provide the following statement at the bottom of each agenda where audio or video recording is expected to take place: “This meeting will be digitally audio/video recorded, and the recording will become part of the construction project records.”