

Pre-Construction Conference Agenda

SR -

Job Description

Contract No. FM No.

Date Time Location

(Note: "This meeting is being audio/video recorded and will become part of the construction project records.")
Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status.

Note: The items highlighted in red are updated information and new specification requirements.

Forms for DOT Staff are located at:

[http://procnet.co.dot.state.fl.us/forms/ByNumber.asp?](http://procnet.co.dot.state.fl.us/forms/ByNumber.asp)

Forms for Consultant and Contractor Staff are located at:

<http://www2.dot.state.fl.us/proceduraldocuments/forms/forms.asp>

1. **Introductions**

- A. Name, Company;
- B. Please make sure that everyone has signed the attendance list.

2. **Description of Project**

- A. This project consists of:

Contractor: _____

Total Contract Amount \$ _____ (A+B Bid)

Contract Calendar Days _____ Days

B. Multi Fin Project

- 1) Contractor to choose option for documenting MOT Logs, Asphalt Lots, and Striping Logs.
 - a) Record all under **Lead** Fin Project
 - b) Record separately under each Fin Project

3. **Important Dates**

- A. Project Award _____
- B. Execution _____
- C. Notice to Proceed _____
- D. First Chargeable Contract Day will be _____
- E. Contractor's anticipated start date _____

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
			2	3	4	5
16	17	18	19	20	21	22
6	7	8	9	10	11	12
23	24	25	26	27	28	
13	14	Contract Day(s) 1	CD 2	CD 3	CD 4	

Notice To Proceed

2014

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3. Delineation of Lines of Authority

- A. Contacts:

FDOT	NAME	PHONE
Resident Engineer/Sr. Project Eng		
Project Manager		
Project Administrator		
Inspectors		
Office Specialist		
Resident Asphalt Specialist		

CONTRACTOR	NAME	PHONE
Project Manager		
Superintendent		
QC Representatives		

EMERGENCY CONTACTS (DAY AND NIGHT)

NAME	COMPANY	PHONE

ISSUE ESCALATION/COMMUNICATION MATRIX

Max. Time Hours/Days	FDOT Construction	Consultant CCEI	Designer	Contractor

4. Important Dates

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- C. Notice to Proceed _____
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5. Construction Schedule / Progress Chart Submittals (Review Specification Section 8 "Prosecution of Work"- "Submission of Work Schedule" in your contract.)

- A. CPM schedule Review Submission of a Working Schedule Specification Section 8 "Prosecution of Work"- "Submission of Work Schedule"- "Schedule Submissions" of the Special Provisions.
 - 1) Submit to the engineer within 30 calendar days after execution of the Contract or at the preconstruction conference, whichever is earlier.
 - a) Monthly updates of the Contract Schedule are to be submitted within 7 calendar days before the monthly estimate cut-off date.
 - 2) Each schedule activity shall be cost loaded.
 - 3) In accordance with 8 "Prosecution of Work"- "Submission of Work Schedule"- "As-Built Schedule"
 - a) As a condition for Final Acceptance of the project, submittal of an as-built schedule which describes the actual order, start and stop times for all activities by the Contractor is required.
- B. Night work, Day Work
- C. Provide updated schedules at the progress meetings on monthly cutoff dates.
- D. Provide two-week look ahead schedules at the progress meetings.
- E. If the time granted by Supplemental Agreement is 15 days or greater a Revised Schedule is required.

6. Progress Meetings

- A. Agreed upon date, time and location (Utilities Meetings will be combined with Progress Meetings).

7. Utilities

- A. Utility company comments
 - 1) Status of each utility
 - 2) Point of contact and phone number
- B. Resident Utility Coordinator comments
 - 1) Review of Utility Issues
- C. Contractor comments
- D. Excuse Utility Representatives

8. Minority Programs by _____, Resident Compliance Specialist

- A. EEO Requirements
- B. Labor Interview Requirements
- C. EEO Meeting -
- D. Submit the DBE Commitment into the Equal Opportunity Compliance System (EOC) (7-24.4).

9. Specification Section 8 "Qualifications of Contractor's Personnel"

- A. Prior to approving a consultant for Contractor Quality Control, the Contractor shall submit to the Department a Certificate from the proposed consultant certifying that no conflict of interest exists.

10. Maintenance of Traffic (plans review and discussion)

- A. Lane Closure Restrictions
- B. Discussion of MOT Phasing
- C. Non Certified MOT items (102-104 Signalization and Maintenance & 102-107 Temporary Detection and Maintenance). Contractor is responsible for these items from the **first day of contract time** per the specification. Local maintaining agencies should be made aware of this requirement per your contract.
- D. Certified Maintenance of Traffic (MOT) Review Report (DOT Form 700-010-08) due on a weekly basis. See Specification Section 102 "Specific Requirements"- "Worksite Traffic Supervisor" for more details.
- E. MOT worksite contacts in accordance with Specification Sections 102 & 105 "Personnel Qualifications"- "Worksite Traffic Supervisor". <http://www.dot.state.fl.us/rddesign/mot/MOT.shtm>
 - 1) Name of certified worksite supervisor: _____
 - 2) Training Identification Number (TIN): _____
 - 3) 24 hour contact information: _____
- F. Law Enforcement.

11. Review of Plans and Special Requirements

- A. Any **errors or omissions** noted by the contractor. (Moved and added to this section)
- B. Earthwork
- C. Pipe/Drainage
 - 1) Specification Section 430 "Laying Pipe"- "Final Pipe Inspection": Based on Contract pavement type, upon completion of placement of concrete pavement or the placement of structural asphalt, but prior to placement of asphalt friction course, dewater installed pipe and provide the Engineer with a video recording schedule allowing for pipe videoing and reports to be completed and submitted to the Department and reviewed prior to continuation of pavement. For pipe 48 inches or less in diameter, provide the Engineer a video DVD and report using low barrel distortion video equipment with laser profile technology, non-contact video micrometer and associated software to meet the requirements of the specification.
- D. **Special Project Requirements**
 - 1) Shop Drawing Schedule of Submittals (Due within 60 days of contract start).
 - 2) Provide routing charts for contractor's use.
 - 3) Provide the Department pavement marking readings of reflectivity per the specification.
 - 4) When contract has the Directional Bore pay item, the contractor must provide the Department with a boring path report and as-built plans in accordance with Specification Section 555 "Documentation Requirements".

- 5) When contract has the Jack and Bore pay item the contractor must provide the Department with a boring path report and as-built plans in accordance with Specification Section 556 "Documentation Requirements".

12. Concrete Specification Sections 346 & 347

- A. As directed in the contractor's QC Plan
- B. Concrete Mix Design Submittal Process – must be submitted with QC Plan or as an addendum, from the contractor to the PA, from the PA to Senior Materials Specialist (James Kirkland), Materials & Research (M&R) will approve and send an e-mail to the PA and producer. For transfer requests use the Contractor Quality Control Concrete Mix Design Issue Form.
- C. Schedule pre-pour meeting with all involved parties prior to initial / major construction activities (structural elements, deck pours, mass concrete, drilled shafts, etc.)

13. Bridge Work

- A. Contractor's Quality Control (QC) Plan
- B. Pile Installation Plan
- C. Drilled Shaft Installation Plan
- D. Florida I Beams (FIB) Camber Data Collection
- E. Schedule pre-work meetings that are pertinent to the project with all involved parties prior to initial / major construction activities (i.e. "General Structural Concrete Pour", "Bridge Beam", "Bridge Deck Pour", etc.).

14. Asphalt Paving – _____, Resident Asphalt Specialist

- A. Pre-paving Meeting to be held _____
- B. 48 hours notice given to CEI (Construction Engineering and Inspection) staff before any paving will be allowed.
- C. Asphalt Quality Control (QC) Plan approved by the District Bituminous Engineer (this item is listed under #23 – Requested Documentation from Contractor).

15. Materials

- A. Discuss materials precon package.
- B. Discuss the review process for monthly materials certification.
 - 1) Materials certification is not needed if the project is \$250,000.00 or less.
- C. Review Job Guide Schedule (JGS) requirements.
 - 1) Contractor is required to provide a Job Guide Schedule for all lump sum projects.
 - a) Use the following link for assistance in creating the JGS
 - i. [STRG User Instructions](#)
 - ii. [Sampling, Testing, and Reporting Guide \(STRG\)](#)
 - b) For further assistance contact the Quality Systems Manager in the District Materials Office.

16. Erosion Control and SW Pollution Prevention Plans

- A. Contractor Certification Forms (DOT Forms [650-040-05](#) and [650-040-07](#))
- B. See contract, page ___ for details on the Storm Water Pollution Prevention Plans
- C. All permits must be posted
- D. South Florida Water Management District Permit – #
- E. St. John's River Water Management District Permit – #
- F. Contractor is required to inspect and maintain controls weekly and within 24 hours after a rainstorm in excess of 0.50 inches. The contractor shall report all inspection findings and corrective actions taken as a result of the inspection. Inspection reports (650-040-03) shall be signed by the contractor and submitted weekly to the engineer at the progress meetings along with the name and certificate number of the person signing this form.
- G. Department of Environmental Protection (DEP) - disposal of debris: Off-site contractor is liable even with a letter of approval from the property owner. Contractor can request DEP to review the site and the Contractor needs to get a permit from the property owner to allow the area(s) to be filled.

- H. Review of Specification Section 110 "Disposal of Materials"- General" (Contractor required to follow Local, State and Federal Regulations).
- I. Environmental Permitting – if the permit requires permeability tests make sure the contractor is aware and running the test.
- J. Review permit requirements concerning dewatering. If water testing is required or needed, ensure the tests are taken far enough in advance to have the results before dewatering.
 - 1) What method will be used for dewatering?
 - 2) Size and volume of pumps?
 - 3) Identification of receiving water.
 - 4) Will dewatering activities discharge to an Outstanding Florida Waterway (OFW), Class I or Class II water bodies?
- K. Per Specification 7-2.3, as a condition precedent to Final Acceptance of the project, Submit to the Engineer as-built drawings and a certified survey verifying as-built conditions for all installed and constructed surface water management systems.

17. Signal Installation

- A. In accordance with Specification Section 611 "Contractor's Warranty Period for Installation", the Contractor is required to provide a 90 day Warranty/Maintenance Bond prior to final acceptance.
- B. Contact the Traffic Signal Quality Control Manager (Ray Marlin) in District Traffic Operations 7-10 days prior to signals going into flash mode.
- C. Contractor to coordinate with the maintaining agency and the department's representative prior to the final inspection.
- D. Contractor to furnish as-built drawings in accordance with Specification Section 611 "Acceptance of Signal Installation"- "Final Acceptance"- "As-Built Drawings". All costs involved with providing as-built plans are incidental to the other items of work associated with traffic signals. Payment for the work associated with traffic signals is contingent upon meeting the requirements of Specification Section 611 "Basis of Payment"
- E. Notify the District Data Collection Manager in District Traffic Operations (10) working days prior to beginning work on the Traffic Monitoring System.
- F. Immediately upon completion of the Traffic Monitoring System contact the District Data Collection Manager in District Traffic Operations (Rubie Frase).

18. Landscaping Projects

- A. **Review Specification Section 580 "Planting Requirements"- "Inspection Requirements"**. Certify monthly on a form provided by the Department that the plants have been installed and are being maintained per Contract Documents. A **Registered Landscape Architect** acting as the Contractor's Landscape Quality Control representative will oversee the establishment period. The Contractor's Landscape Quality Control representative must perform **quarterly inspections** of planting areas and submit findings in report form to the Department per specification.

19. Subletting Work/Rental Agreements/Purchase Orders/Letters of Entry

- A. Construction Project Administration Manual (CPAM) Chapter 5 Section 5.5 "Equipment Rental"
- B. Procedures for subletting (provided in handouts).
- C. Certification of Sublet Work (DOT Form 700-010-36), submit to District Operations Contracts Office (DOCO) Representative.
 - 1) Our Representative is: _____
- D. Have the certifications been submitted?
- E. List of subcontractors.
- F. Procedures for Rental Agreements/Purchase Orders/Letters of Entry (DOT Form 700-010-11)

20. Contract Time

- A. _____ Days
- B. Alternative Contract; review provision and incentive/disincentive bonus if applicable.

- C. Holidays and Special Events – Review Specification Section 8 “Temporary Suspension of Contractor’s Operations”-“Suspension of Contractor’s Operations-Holidays”. Check special provisions for special events. If the contractor would like to work on any of these days they must submit a written request to work at least 10 days prior to the date requested. The engineer must approve the request; time will be charged regardless.
- D. Weather Days – In accordance with Specification Section 8 “Computation of Contract Time”-“Adjusting Contract Time”-“Contract Time Extensions”.
- E. One day of inclement weather = One day of time granted.

21. Dispute Review Board (DRB)

- A. Regional and State Disputes Review Board (if applicable).
- B. 3rd Party Disputes Review Board (if applicable).
 - 1) FDOT Representative -
 - 2) Contractor Representative -
 - 3) FDOT Representative and Contractor Representative need to be contacted so that they can choose the third DRB member.

22. Partnering

- A. Schedule first partnering meeting (if applicable).

23. Controlling Items of Work

- A. To be given to the Project Administrator every two weeks at the progress meeting or provide a signed two week look ahead (may be optional for some projects with CPM schedule).

24. Vehicle Registration in Florida (DOT Form 700-010-52)

- A. Due the first working day of the project.

25. Equipment Specifications (Specification Section 100)

- A. Place a 2” minimum alphanumeric identification number on both sides of all equipment (other than small tools). Number should sharply contrast with background. This applies to prime and sub-contractor equipment.
- B. Provide all trucks with numbers and certify that all trucks have a manufacturer’s certification or permanent decal showing the trucks capacity rounded to the nearest 1/10th of a CY (Specification Section 9 “Measurement of Quantities”-“Truck Requirements”). Provide a certified list at the Pre-construction Conference.

26. Requested Documentation from Contractor

- A. The following documentation need to be submitted:
 - 1) CPM Schedule(s) or work progress schedule as required by the contract.
 - 2) List of subcontractors.
 - 3) Shop Drawing Schedule of Submittals (w/in 60 days of contract start).
 - 4) Lighting Plan showing the type and location of lights to be used for night work.
 - 5) Erosion Control Plan submitted and approved by the governing water management agency.
 - 6) Asphalt QC Plan approved by the District Bituminous Engineer;
 - 7) Vehicle Registrations (DOT Form 700-010-52)
 - 8) Maintenance of traffic plans
 - 9) Emergency phone list
 - a) Certified receipts of letters to law enforcement agencies and emergencies response agencies (such as fire department and ambulance service).
 - 10) ATSSA Worksite Traffic Supervisor name, 24 hr/day phone, certifications.
 - 11) Letters to local police, fire and ambulance departments nearby the project.
 - 12) Contractor’s QC Plan
 - 13) Pile Installation Plan
 - 14) Drilled Shaft Installation Plan

- B. List of officer or director within your company that has the authority to bind your company. In accordance with Specification Section 4 "Alteration of Plans or of Character of Work"- "Increase, Decrease or Alteration in the Work"- "Allowable Cost for Extra Work", at the Preconstruction conference, certify to the Engineer the following:
- 1) A listing of on-site clerical staff, supervisory personnel and their pro-rated time assigned to the contract.
 - 2) Actual Rate for items listed in Table 4-3.2.1.
 - 3) Existence of employee benefit plan for Holiday, Sick and Vacation benefits and a Retirement Plan.
 - 4) Payment for Per Diem is a company proactive for instances when compensation for Per Diem is requested.
 - a) Such certification must be made by an officer or director of the Contractor with authority to bind the Contractor. Timely certification is a condition precedent to any right of the Contractor to recover compensations for such costs, and failure to timely submit the certification will constitute a full, complete, absolute and irrevocable waiver by the Contractor of any right to recover such costs. Any subsequent changes shall be certified to the Engineer as part of the cost proposal or seven calendar days in advance of performing such extra work.

27. Monthly Estimates

- A. Provide Monthly Estimate Cut-Off dates to the contractor. Dates can also be found at the following link <http://www.dot.state.fl.us/construction/CONSTADM/EstimatesCutOff.shtm>
- B. Link to view a copy of the project's monthly estimate <ftp://ftp.dot.state.fl.us/fdot/d5/monthlyestimates/>
- C. Discuss the Forms & Certifications Required from the Contractor and when they are due (provided in handout). (Delete what forms and certifications that do not apply to the project)
- D. **Contractor's Past Performance Rating (CPPR)**
 - 1) Discussion of the new CPPR system.
 - 2) CPPR (Discuss Rating Procedures): <http://www.dot.state.fl.us/construction/cppr/CPPRGuidelinesMain.shtm>
- E. **Request for Partial Payment for Stockpiled Material**
 - 1) Request for Payment for Stockpiled Materials (DOT Form 700-010-42) (provided in handout) due with the required documentation At least 5 working days before a monthly cut off.
- F. QA (Quality Assurance) Guidelines (for information only) Located at the following website: <http://www.dot.state.fl.us/construction/CONSTADM/Guidelist/GuideIndex.shtm>

28. Public Information Coordinator

- A. The Department plans on hiring a Public Information Coordinator part-time to handle issues with the public, area businesses, and lane closure announcements.
- B. Per your contract, when Project Information signs are required, the wording for the signs will state the following(use the local designation or US #, rather than SR# when appropriate): _____

29. Safety

- A. Contractors Equipment and Materials
 - 1) What are the hazards associated with the equipment the contractor intends to bring to the job?
 - 2) What are the hazards associated with the materials used?
 - 3) Please provide a Job Hazard Analysis (JHA) for each work activity.
- B. Contractors Internal Traffic Control Plan (ITCP)
 - 1) Within the MOT, where does the contractor intend for FDOT forces, utilities, and others to enter and leave the contractors work zone?
 - 2) Where are they designated to park vehicles?
- C. Contractors Required Personal Protective Equipment (PPE): Hardhats, Vests, Etc.
 - 1) What are the contractor's minimum requirements for Safety gear for all persons entering their work zone?

- D. Contractor Safety Meetings
 - 1) When and where will contractor hold their official or tailgate style safety meetings?
 - 2) Are FDOT personnel permitted or encouraged to attend these contractor meetings?
- E. Contractors Designated Safety Person
 - 1) Who on the worksite should unsafe conditions or acts be reported to?
 - 2) Phone number?

Emergency Evacuation Plan

- F. In case of a hurricane or other emergency affecting the project, there will need to be a plan to secure the project, list responsibilities, etc.

30. Other

- A. Discussion of Station boards need to be placed throughout the project limits;
- B. Discussion of CQC.
- C. Contractor to discuss any Cost Savings Initiative (CSI) Proposal and process Engineering Change Proposals (Specification Section 4 "Alteration of Plans or of Character of Work"- "Cost Savings Initiative Proposal").
- D. Discuss actions to be taken if an unpaid bill letter is received by the Department.
- E. Review Specification Section 5 "Claims by Contractor"- "Mandatory Claim Records"
- F. In accordance with Specification 5 "Engineering and Layout"- "Personnel, Equipment, and Record Requirements"; prior to final acceptance of the project, mark, in a permanent manner on the surface of the completed work, all horizontal control points originally furnished by the Department.

31. General Discussion – Q&A

32. Pre-Work Meetings

- A. Schedule meetings with all involved parties prior to initial / major construction activities. Check off Agendas listed below that are pertinent to the project, and should have meetings scheduled.
- B. Pre-Work Agendas
 - Utility Pre-Work Agenda
 - Earthwork Pre-Work Agenda
 - Drainage Pre-Work Agenda
 - Pre-Paving Conference Agenda
 - o Pre-Paving Conference Minutes Amendment
 - MSE Wall Pre-Work Agenda
 - General Structural Concrete Pour Pre-Work Agenda
 - Mass Concrete Pre-Work Agenda
 - Concrete Pavement Pre-Work Agenda
 - Concrete Bridge Deck Pre-Work Agenda
 - Drilled Shaft Pre-Work Agenda
 - Piling Pre-Work Agenda
 - Sheet Pile Pre-Work Agenda
 - Auger Cast Piling Pre-Work Agenda
 - Bridge Beam Pre-Work Agenda
 - Post-Tensioning & Grouting
 - Pavement Marking Pre-Work Agenda
 - Sign Installation Pre-Work Agenda
 - Signalization Pre-Work Agenda
 - Traffic Monitoring Site (TMS) Pre-Work Agenda
 - o TMS Handouts

- PTMS Checklist
 - PTMS Testing Minimums
 - PTMS & TTMS Inspection Sheet
- Intelligent Transportation System (ITS) Pre-Work Agenda
 - Lighting Pre-Work Agenda

33. **Meeting was adjourned** at _____ .

34. References & Resources

- Contract, Special Provisions, & Plans
- Standard Specifications for Road & Bridge Construction
- Design Standards
- Construction Project Administration Manual (CPAM)
- Materials Manual
- QA-QC Guide List
- Preparation & Documentation Manual
- Utility Accommodation Manual (UAM)
- Manual on Uniform Traffic Control Devices (MUTCD)
- Standard Highway Signs and Markings (SHSM) Book
- Qualified Products List (QPL)
- Approved Product List (APL) of Traffic Control Signals & Signal Devices
- Florida Sampling and Testing Methods (FSTM)
- American Association of State Highway and Transportation Officials (AASHTO) Methods
- American Society for Testing and Materials (ASTM) Methods
- Laboratory & Information Management System (LIMS) - User Manual
- Laboratory & Information Management System (LIMS) - Instructions
- Forms & Procedures (Internal-DOT Staff)
- Forms & Procedures (External-Consultants & Contractors)
- CTQP Manuals

