SETTING UP A PRE – SPEC MEETING

1) Set the Pre Spec Meeting up NO LATER than 1 month prior to the Production Date

2) Invite:
DOT: D5-Pre Spec Meeting
In-House Projects: EOR and the CADD person.
Consultant World: EOR and the CADD person from the firm at a minimum.
NOTE: If a phase 56 set of plans are part of this, then DOT Utility person needs to be invited as well and bring plans, responses to the comments and any applicable TSP's.

3) Prior to setting up the Meeting: Make sure when your consultant has completed their transport, to get with Estimates Office to make sure all of the previous comments have been addressed.

4) They should bring to the meeting responses to last comments from CADD Specs, Construction and Estimates Office, a set of plans and a comp book (if applicable).

5) The meeting usually lasts about 30 minutes, but 1 hour is the usual scheduled time. This meeting can be face to face or via teleconference.

6) Before the meeting is set up, make sure the contract file is completed (Utilities Certified, Permits Clear Memo, District Construction Contract Time, RR Clear Memo, R/W Clear Memo, ITS Cert)
NOTE: Either bring the Contract File to the Pre Spec Meeting OR attach it to the meeting notification. The Specs Office needs this when reviewing the Spec Package from the EOR.
If any of these issues are not complete by the Pre Spec Meeting, contact Specs Office.

7) The Consultant must have all of the Contract File (Permit Clear Memo, Utility Certification, R/W Cert and Contract Time Memo) as soon as PM gets them. These documents affects the Spec Package and the Trnsport / Plans.

8) Make sure the final original comp book submittal is:
1 original signed and sealed bound and 1 copy of the comp book bound

NOTE: Trnsport Proposals are not created until **AFTER** the pre spec meeting.

NOTE: District Production Support Engineer and/or the PM are the only ones that can cancel a Pre Spec Meeting.