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|  | **CONSTRUCTION START CHECKLIST**North Central Region Department of Transportation02/2023 |

The NC Region Construction Start Checklist is a resource document for Project Engineers to use prior to construction start through sending the first estimate. This document is intended to provide consistency within the region and aid in meeting the region’s expectations when starting a construction project. The checklist is to be used in combination with instructions on the [AWPKB website](https://awpkb.dot.wi.gov/Content/constr/LETContract/ContractSetup/ContractSetup-PE.htm), WisDOT Construction Administration Guidance, [NCR Supplemental PE Guide](https://awpkb.dot.wi.gov/Content/constr/PantryFiles/RegionSpecific/NC/NCRSupplPEGuide2023.pdf), [CMM](https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/rdwy/cmm.aspx), and [Standard Specifications](https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/rdwy/stndspec.aspx).

* Not all items on the checklist will apply to all projects
* All project files utilize a consistent Box folder structure and should be saved as indicated in the [Statewide Box Construction Folder Guidance](https://app.box.com/s/mgs0ywaenwctrtuvnqatlg6drq2el7t9)
* Save the checklist in BOX folder ProjectMgmt/ContractCorr as XXXXXXXX\_Start.doc

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| [ ]  | PE file received from Contract Specialist |
| [ ]  | Notified Region’s Communications Manager one month prior to construction work start |
| [ ]  | Received EPA ID Number from Region’s Environmental Coordinator to dispose of lead paint, if applicable |
| [ ]  | Received written permission from the utility companies to place signs on power poles, if applicable |
| [ ]  | Verified the Right-of-Way points are monumented on new right-of-way, PLE’s, TLE’s, and construction easements prior to construction and document on the “As-Staked R/W Documentation” spreadsheet, if applicable |
| [ ]  | Notified contractor that the R/W staking has been completed, if applicable |
| [ ]  | Traffic inconvenience & detour information entered in LCS (must be completed at least two weeks before construction start) |
| [ ]  | Requests to sublet approved |
| [ ]  | Subcontractors entered in AWP |
| [ ]  | Materials Reporting System (MRS) E-Guide created by Project Engineer (Project Specific Testing Guide) |
| [ ]  | Source of materials from contractor to Region’s Materials Coordinator |
| [ ]  | Submitted proof of railroad insurance to Region’s Railroad Coordinator, if applicable |
| [ ]  | Contractor has archeological and property owner’s clearances, DNR approval, and ECIP updated for borrow pits and waste sites, if applicable |
| [ ]  | Contractor has DNR permit allowing stream markings on navigable waters, if applicable |
| [ ]  | Blasting plan received from contractor, if applicable (Found in Special Provisions) |
| [ ]  | Contractor has Department of Commerce permit allowing blasting (if circumstances are outside of Administrative Code COMM 7) |
|  | Preconstruction meeting:[ ]  Invite request form sent to Contract Specialist; Contract Specialist prepares and sends the invite[ ]  Agenda saved in BOX folder: Meeting>Precon and Contract Specialist notified to distribute[ ]  Minutes saved in BOX folder: Meeting>Precon and Contract Specialist notified to distribute |
|  | Contractor’s Schedule:[ ]  Signed by and dated as accepted by Project Engineer[ ]  Saved in BOX folder: Schedule>Initial and Contract Specialist notified to distribute |
| [ ]  | Crew list information provided to Contracts Specialist |
| [ ]  | WPDES General Permit requirement indicated in AWP[ ]  Contract Specialist Notified of WPDES requirement* If marked yes – permit requirement:

[ ]  Permit Coverage Start Date entered |
| [ ]  | ECIP plan requirement indicated in AWP* If marked yes - plan required:

[ ]  Received from contractor[ ]  Approved by Erosion Control Engineer[ ]  DNR Concurrence[ ]  Revisions dates entered, if applicable |
| [ ]  | Conditional Notice to Proceed, if applicable: Contract Specialist notified to draft and send notice |
| [ ]  | Notice to Proceed: Contract Specialist notified to draft and send notice |
| [ ]  | **REQUIRED BEFORE 1ST ESTIMATE CAN BE SENT:** [Contract Review at 1st Payment Estimate Submittal](https://awpkb.dot.wi.gov/Content/constr/PantryFiles/StatewideManualsAndGuides/ContractReviewAt1stPaymentEstimateSubmittal.pdf) |