Northeast Region

Pre-Construction Conference Agenda

DATE: Click here to enter a date.

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| --- | --- | --- |
| Project ID:       | Contract ID: |       |
| Title | Prime Contractor: | Company |
| Limits | Project Supervisor: | Name |
| Route | Project Manager: | Name |
| County | Project Leader: | Name, Company, Phone #, Email |

**1. WELCOME**

* The meeting is being recorded to assist with preparation of meeting minutes.
* Please silence cell phones and virtual participants mute unless sharing with the group.
* Go through in-person and virtual participant introductions (name, company, role)

**2. PROJECT OVERVIEW**

* Show map\* This 8.5-mile project includes mill 2"/pave 4" HMA (PWL) from School Rd to the South County Limit, intersection upgrades at CTH B, two frost heave repairs, shoulder widening, beamguard replacement, centerline rumble strips, and pavement marking.
* Contract completion time: # of days or date Choose an item.
* Prosecution and Progress requirements
* Traffic requirements

**3. CONTRACTOR’S INFORMATION & SCHEDULE**

* Superintendent on job: Name, Phone #, Email
* Subcontractors:

* + Company (Type of Work)
	+ Company (Type of Work)
* Anticipated start date:
* Contractor discuss schedule of operations
* Follow spec 108.4 for acceptance of initial schedule, updates, and revisions.
* Identify Haul Roads and log prior to using
* Field Office location:
* 24-Hr Traffic Control contact: Name, Phone #

**4.** **SAFETY**

* #1 priority and everyone’s responsibility
* Discuss Site Safety Plan (contractor safety officer, job hazards, nearest hospital/emergency services, etc.)
* Wear proper PPE at all times. Plain green/yellow/orange shirts are not acceptable.
* Be aware of your surroundings. Avoid high risk areas, equipment blind spots, distracted drivers, etc.
* If you see something, say something! Address safety concerns regarding the public and project staff immediately and discuss at progress meetings, toolbox/tailgate talks, etc.

**5. CONTRACT ADMINISTRATION**

* + Line of communication – Work through PE and they will elevate issues within region and bureaus.
	+ Follow spec 104.2 to request contract revisions. Discuss entitlement and cost/time impacts with PE **before** performing the work. Follow spec 104.3.3 to submit a formal contractor written statement if an issue cannot be resolved by project team or disagreement with project team decision. An issue my not be pursued as a claim until the contractor written statement and region final decision is complete. Adhere to the timeframes in the spec or as mutually agreed to so issues are resolved timely during construction.
	+ Contract revisions should be priced according to spec 109.4, first attempting to utilize contract unit prices when appropriate, otherwise negotiating unit prices. Time and materials is a form of negation but we should be agreeing to easy individual/crew/material rates that can simply be multiplied by the hours or quantity at the end. Force account with exact rates and prescribed markups should only be utilized if a negotiated price cannot be agreed upon and if that’s the case, we will follow the spec requiring a written proposal and itemized statements.
	+ Progress Meetings Day of Week, Time
	+ Timely measurement and agreement of quantities
	+ Full payment will not be made on items until work is acceptably completed, including materials testing and documentation. PE to communicate with contractor when any item will not be paid in full so they can rectify the issue. PE will also notify Labor Compliance Specialist so they’re aware there is justification and therefore not a prompt payment issue.
	+ Timing of estimates
	+ WisDOT Productivity Data Collection Tool
* Evaluations for Design Quality, Project Team, and Contractor Performance

**6. PUBLIC RELATIONS**

* Local governments (contacts, ordinances, coordination of work, etc.)
* Property owners (notifications, real estate commitments, etc.)
* Businesses Date, Time, Location of Meeting (if applicable)
* Bus Company, Post Office, Law Enforcement Agencies, Trash Services
* News media

**7. ENVIRONMENTAL**

* Permits
* Erosion Control and Stormwater Mgmt (ECIP status, temporary measures, permanent restoration, etc.)
* Archeological/Historical
* Hazardous Materials (asbestos, lead paint, contaminated soils)
* Habitat and Species

**8. UTILITIES**

This contract Choose an item. under the provision of Administrative Rule Trans 220.

* List all utilities and status of relocations (electric, gas, communication, municipal sewer/water, etc.)

Utility Conflict Reports should be completed in AWP for all conflicts even if they didn’t create a delay on the project.

**9. RAILROAD**

* Insurance status
* Flagman issues/needs
* Schedule coordination requirements

**10. TRAFFIC**

* Traffic Control/Detour/Signing/Marking
* Signals/Street Lighting/ITS
* Application for electric service

**11. STRUCTURES**

* Schedule structure inspection prior to opening to traffic. Estimated: week of month

**12. SURVEYS**

* Section corner monumentation
* Property pin locating/resetting
* R/W posts/prior inventory/cost-responsibility to replace any damaged

**13. MATERIALS**

* Project Materials Coordinator:

Contractor: Name, Co, Phone #, Email

WisDOT Representative: Name, Co, Phone #, Email

* Department In-field material review contact:
* See Material Talking Points Handout (scanned and included with precon meeting minutes)

**14. LABOR COMPLIANCE**

* Prevailing Wage
* DBE Goal
* Sublet approval
* Location of job boards

**15. SPECIAL PROVISIONS AND PLAN DISCUSSION**

* Highlight specific items; discuss issues/concerns (including curb ramp details)
1. **REQUIRED SUBMISSIONS** Required Submitted Accepted/Approved
* Schedule of Operations [ ]  [ ]  [ ]
* Request to Sublet [ ]  [ ]  [ ]
* Source of Materials Report [ ]  [ ]  [ ]
* QMP Quality Control Plan
	+ Base Aggregate [ ]  [ ]  [ ]
	+ Concrete: Structures [ ]  [ ]  [ ]
	+ Concrete: Pavement [ ]  [ ]  [ ]
	+ Concrete: Ancillary [ ]  [ ]  [ ]
	+ HMA: QMP [ ]  [ ]  [ ]
	+ HMA: Nuclear Density [ ]  [ ]  [ ]
	+ HMA: PWL [ ]  [ ]  [ ]
	+ IRI Ride [ ]  [ ]  [ ]
	+ Other:\_\_\_\_\_\_\_\_\_\_\_ [ ]  [ ]  [ ]

(Retaining Wall, BAD Compaction, etc.)

* Shop Drawings [ ]  [ ]  [ ]
* Cold Weather Paving Plan [ ]  [ ]  [ ]
* RR Insurance [ ]  [ ]  [ ]
* ECIP [ ]  [ ]  [ ]
* Archaeological Clearances [ ]  [ ]  [ ]
* Other:       [ ]  [ ]  [ ]