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| **NORTHWEST REGION PRE-CON AGENDA/MINUTES** |

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| **PROJECT ID:** | | | **«Controlling\_Project\_ID»** | | | | **FEDERAL ID:** | | | | «Controlling\_Fed\_ID» | | | **CONTRACT ID:** | | | «Contract\_ID» | |
| **COUNTY:** | | «County» | | | | | **HIGHWAY:** | | | | «Highway» | | | | | | | |
| **NAME OF ROAD:** | | | | | | «Controlling\_Description\_Line\_1», «Controlling\_Description\_Line\_2» | | | | | | | | | | | | |
| **TYPE OF WORK:** | | | | | | «Type\_of\_Work» | | | | | | | | | | | | |
| **PROJECT LEADER:** | «PE\_Name»,  «PE\_Company» | | | | | | | **PROJECT**  **MANAGER:** | | | | «PM\_Name» | | **PROJECT SUPERVISOR:** | | | «Supervisor\_Name» | |
| **CONTRACTOR:** | | | | | «Contractor\_Name» | | | | | | | | | **LETTING DATE:** | | | | «LET\_Date» |
| **EXECUTION DATE:** | | | | «Execution\_Date» | | | **CONTRACT AMOUNT:** | | $ «Contract\_Amount» | | | | | **CONTRACT TIME:** | | «Contract\_Time» | | |
| **PRE-CON DATE:** | | | | «Precon\_Date» | | | **PRE-CON TIME:** | | | «Precon\_Time» | | | **CONFERENCE HELD AT:** | | «Conference\_Held\_At» | | | |

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| **Prosecution and Progress:** | | | | | |  | | |
| **Proposed Starting Date:** | | |  | | | | **Anticipated Completion Date:** |  |
| **Proposed Schedule:** | | | | |  | | | |
| **Anticipated hours of work:** | | | | |  | | | |
| **Special contract schedule requirements:** | | | | |  | | | |
| **Proposed start work notice date:** | | | | |  | | | |
| **Weekly coordination meeting time:** | | | | |  | | | |
| **Project Personnel:** | | | | | |  | | |
| **Contractor’s Superintendent:** | | |  | | | | | |
|  | **Office Phone Number:** | |  | | | | | |
|  | **Mobile Phone Number:** | |  | | | | | |
|  | **Fax Number:** | |  | | | | | |
|  | **Email:** | |  | | | | | |
| **Contractor’s Foreman:** | | |  | | | | | |
|  | **Office Phone Number:** | |  | | | | | |
|  | **Mobile Phone Number:** | |  | | | | | |
|  | **Fax Number:** | |  | | | | | |
|  | **Email:** | |  | | | | | |
| **WisDOT Area Supervisor:** | | | **«Supervisor\_Name»** | | | | | |
|  | **Office Phone Number:** | | «Supervisor\_Office\_Phone» | | | | | |
|  | **Mobile Phone Number:** | | «Supervisor\_Mobile\_Phone» | | | | | |
|  | **Email:** | | «Supervisor\_Email» | | | | | |
| **WisDOT Project Manager:** | | | **«PM\_Name»** | | | | | |
|  | **Office Phone Number:** | | «PM\_Office\_Phone» | | | | | |
|  | **Mobile Phone Number:** | | «PM\_Mobile\_Phone» | | | | | |
|  | **Email:** | | «PM\_Email» | | | | | |
| **WisDOT Project Leader:** | | | | **«PE\_Name», «PE\_Company»** | | | | |
|  | | **Office Phone Number:** | | «PE\_Office\_Phone» | | | | |
|  | | **Mobile Phone Number:** | | «PE\_Mobile\_Phone» | | | | |
|  | | **E-mail:** | | «PE\_Email» | | | | |

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| **Sub-Contractors:** | | | | | | |  | | |
| Sublet requests are required for **ALL TIERS** of subcontractors per 108.1 of the Standard Specifications for Highway & Structure Construction. Truck owner/operators are the only exception. | | | | | | | | | |
| **R****equest to Sublet Submitted?** | | |  | **Yes** |  | **No** | | **Date Approved:** |  |
|  | **Proposed Sub-Contractor** | | | | | | | **Type of Work** | |
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| **14.** |  | | | | | | |  | |
| **15.** |  | | | | | | |  | |
| **Comments:** | |  | | | | | | | |

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| **Field Office:** | | | | | |  | |
| The field office must be fully operational before the project starts. | | | | | | | |
| **The field office will be located at:** | | |  | | | | |
|  | **Driving Directions:** | |  | | | | |
|  | **Field Office Phone Number:** | |  | | | | |
|  | **Field Office Fax Number:** | |  | | | | |
|  | **Field Office Computer Number:** | |  | | | | |
|  | **Date Field Office will be ready for use:** | |  | | | | |
|  | **Field Lab:** | |  | **Yes** |  | | **No** |
| **Comments:** | |  | | | | | |

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| **Safety:** | | | | | | | |  |
| Safety is everyone’s responsibility:   * If you see something, say something! * Discuss safety at every weekly meeting. * Wear proper PPE. * Be aware of your surroundings (high risk areas, equipment blind spots, distracted drivers, uneven/loose/slippery terrain) * Review safety provisions in Standard Specifications and CMM section 135 | | | | | | | | |
| Site specific safety plan? ☐ Yes ☐ No  Project specific hazards to discuss: | | | | | |  | | |
| Contractor’s Safety Officer | | | | | | | | |
| Name: | | | | | | | | |
| Phone: | | | | | | | | |
| Email: | | | | | | | | |
| Emergency contact list will be displayed onsite (where?) | | | | | | | | |
| Location of the nearest hospital/emergency services:  Discuss how job-related injuries will be handled | | | | | | | | |
| Will there be regular safety talks (i.e., toolbox talks, tailgate talks)? When and where? Who should participate? | | | | | | | | |
| Traffic   * Park in a safe and appropriate place. When in doubt ask the contractor. * Enter and exit live traffic into the work zones safely. Utilize designated enter/exit spots when applicable. * Ensure construction vehicles have hazard identification beams (i.e., flashing yellow signals). Activate the beam when merging into and existing a live traffic lane. | | | | | | | | |
| Environmental Safety Hazards – Be aware of the following that can occur on projects:   * Extreme heat or cold * Sun exposure * Dehydration * Poisonous plants or animals (i.e., poison ivy, wild parsnip, rattlesnakes) * Ticks and mosquitos * Extreme weather   + Where is the nearest storm shelter? | | | | | | | | |
| **Comments:** | | | |  | | | | |
|  | | | |  | | | | |
| **Right-Of-Way:** | | | | | | |  | |
| Was R/W purchased? | | | | |  | | | |
| R/W commitments? | | | | |  | | | |
| Access problems: | | | | |  | | | |
| The Contractor is not responsible for mailboxes, fire numbers or local street signing. The owner is responsible for removal & replacement of mailboxes & fire numbers. Local municipalities are responsible for the local street signs. | | | | | | | | |
|  | | * If mailboxes, fire numbers or street signs are not removed before work necessitates their removal, the Contractor must remove them. | | | | | | |
|  | | * Fire numbers must be placed in a temporary location where they can be located, in case of an emergency. | | | | | | |
|  | | * Safely store mailboxes at the edge of the right-of-way. | | | | | | |
|  | | * Safely store street signs outside the work area. | | | | | | |
| The Project Leader will log the R/W posts/pins before & after construction. The contractor is responsible for replacing any that are found missing after construction. | | | | | | | | |
|  | * The Project Leader will provide the R/W documentation to the contractor at least two weeks prior to work start. | | | | | | | |
|  | * Contractor to verify with Project Leader prior to work start. | | | | | | | |
| **Comments:** | | |  | | | | | |

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| **Survey & Landmarks:** | | |  |
| It is the contractor’s responsibility to protect all landmarks & property pins. | | | |
| Other surveying items: | | | |
|  | * Perpetuation of section corners. | | |
|  | * Perpetuation of property monuments. | | |
|  | * Right-of-way staking. | | |
|  | * Control monuments (USGS, NGS, HARM, Height Modernization & County Densification). | | |
| **Comments:** | |  | |

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| **Utilities:** | | |  |
| **1.** |  | | |
| **2.** |  | | |
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| **Comments:** | |  | |
| NOTE: Utility representatives may leave at this point. | | | |

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| **Railroad Items:** | | | |  |
| The contractor shall provide evidence of insurance coverage as soon as possible to the Region’s Contract Specialist, the Region's Railroad Coordinator & the affected Railroad if there is railroad work on this project. **No work shall begin prior to the Department of Transportation’s approval of this insurance.** | | | | |
| The contractor shall hold a meeting with the Project Leader & the railroad company before work begins. | | | | |
|  | Date of meeting: | |  | |
| **Comments:** | |  | | |

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| **Labor Compliance:** | |  |
| See handouts. | | |
| **Comments:** |  | |

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| **Materials:** | | | | | | | | | | |  | | | | | |
| Source of Materials form submitted? ☐ Yes ☐ No | | | | | | | | | | | | Date received or anticipated date: | | | | |
| EGuide shared with the contractor? ☐ Yes ☐ No | | | | | | | | | | | | Date shared or anticipated date: | | | | |
| Remember the EGuide is a **GUIDE** and does not override the Standard Specifications, CMM, or other contract documents. | | | | | | | | | | | | | | | | |
| Contractor’s Project Material Coordinator | | | | | | | | | | | Department Project Materials Coordinator | | | | | |
| Name: | | | |  | | | | | | | Name: | | | | |  |
| Phone: | | | |  | | | | | | | Phone: | | | | |  |
| Email: | | | |  | | | | | | | Email: | | | | |  |
| HTCP # & MCT Expiration: | | | |  | | | | | | | HTCP # & MCT Expiration: | | | | |  |
| All material certifications must be provided to the department project materials coordinator prior to the materials being incorporated into the project. All materials documentation needs to include the project ID, item number, and description. Submit material certification and documentation to allow adequate time for the department to check it before work begins for that item and to inspect materials delivered to the project. | | | | | | | | | | | | | | | | |
| The department maintains lists of approved products and manufacturers/suppliers. Check these lists prior to incorporating items into the work of the project. Approved lists are issues at or prior to the contract’s LET date. | | | | | | | | | | | | | | | | |
| Quality Management Plans are due 10 business days prior to placing material. Update QMP plans throughout the project and incorporate the final QMP plan into the material documentation. The following materials require QMP plans (check all the apply): | | | | | | | | | | | | | | | | |
| ☐ Base Aggregate | | | | Date Received | | | | | | | Small Quantity? | | | | | ☐ Yes ☐ No |
| ☐ HMA Pavement | | | | Date Received | | | | | | | ☐ Concrete Pavement | | | | | Date Received |
| ☐ HMA IRI | | | | Date Received | | | | | | | ☐ Concrete IRI | | | | | Date Received |
| ☐ Concrete Structures | | | | Date Received | | | | | | | ☐ Ancillary Concrete | | | | | Date Received |
| ☐ Other | | | | Date Received | | | | | | | ☐ Other | | | | | Date Received |
| Generate random numbers for random testing/sampling locations prior to placing material. QC & QV lot/sublot designations coincide. Remember, both parties have the right to observe the other’s sampling/testing so communicate when those are happening. | | | | | | | | | | | | | | | | |
| Inform region IA of sampling and testing. On QMP items, the Independent Assurance Specialist (IAS) will conduct Independent Assurance (IA) testing on the QC testing as well as the verification testing. Update IAs changes in schedule ASAP! The IAs will issue a report of findings which are available upon request. Materials that need IA evaluation include (check all that apply): | | | | | | | | | | | | | | | | |
| ☐ Aggregate Gradation (801 report) | | | | | | ☐ Aggregate Sampling (801 report) | | | | | | | ☐ PCC (802 report) | | | |
| ☐ HMA Density (803 report) | | | | | | ☐ HMA Mix (804 report) | | | | | | | ☐ Soil Density (805 report) | | | |
| ☐ CST – Compressive (806 report) | | | | | | ☐ CST – flexural (807 report) | | | | | | | ☐ Moisture-Density Relationship (808 report) | | | |
| Aggregate source testing needed? ☐ Yes ☐ No **This could take up to 6 weeks to get results so plan ahead.** | | | | | | | | | | | | | | | | |
| Enter data into MRS within the timeframe outlined in the Standard Specifications. Provide project staff the handwritten test results to check MRS entries and finalize incentive/disincentive amounts. The following data needs to be entered into the MRS system by the contractor (check all that apply): | | | | | | | | | | | | | | | | |
| ☐ Structure (including concrete aggregate and resistivity, if applicable) | | | | | | | | | | | | | | | | |
| ☐ Pavement (including concrete aggregate and resistivity, if applicable) | | | | | | | | | | | | | | | | |
| ☐ PCC Thickness MIT Scans | | | | | | | | ☐ PCC Thickness Probing | | | | | | | ☐ PCC Ride | |
| ☐ HMA | | | | | | | | ☐ HMA Ride | | | | | | | ☐ Soils/Agg | |
| The Buy America Certification Form (DT4567) is still required for each project, besides documenting each item meets their BABA requirements. Certifications must indicate that the material meets Buy America requirements. All iron/steel and construction materials permanently incorporated into the project need to have documentation for Buy America. | | | | | | | | | | | | | | | | |
| **Comments:** | | |  | | | | | | | | | | | | | |
| **Traffic Control:** | | | | | | | | | |  | | | | | | |
| Traffic control devices must be properly maintained 24 hours a day. A person who will be on call to perform these duties during off hours, weekends & holidays shall be designated at the time the initial traffic control devices are installed. The person’s name & telephone number will be furnished by the prime contractor to the Project Leader, local law enforcement agencies & the County Highway Department. | | | | | | | | | | | | | | | | |
| The prime contractor is responsible for assuring the maintenance is done.  The prime contractor has given maintenance responsibility to: | | | | | | | | | | | | | | | | |
|  | **Contact Person:** | | | |  | | | | | | | | | | | |
|  | **Location:** | | | |  | | | | | | | | | | | |
|  |  | | | | **Regular Work Hours:** | | | | | | | | | **Off Hours:** | | |
|  | **Office Phone Number:** | | | |  | | | | | | | | |  | | |
|  | **Cell Phone Number:** | | | |  | | | | | | | | |  | | |
|  | **Pager Phone Number:** | | | |  | | | | | | | | |  | | |
| Emergency contact for temporary signals: | | | | | | |  | | | | | | | | | |
| Detour, alternative route, lane closure information: | | | | | | | | |  | | | | | | | |
| Any signs removed by the contractor must be properly stored & protected from damage. Any traffic control signs removed by the contractor must be immediately replaced when work requiring their removal is complete. | | | | | | | | | | | | | | | | |
| Stop signs shall be functional at all times. Stop signs shall only be down when a flagman is present to control traffic. Temporary stop signs shall be mounted on a post or barricade – signs not allowed in barrels. | | | | | | | | | | | | | | | | |
| Before any roads are closed it is the responsibility of the prime contractor to contact:   * Local law enforcement agencies, local fire department, postal service, ambulance service & school bus service. * Contractor to provide documentation to Project Leader of contacts made prior to road closures. | | | | | | | | | | | | | | | | |
| The Project Leader is responsible for entering traffic closure/restriction/detour information into the WisLCS (Lane Closure System). Contractor is required to notify the project leader a minimum of 2 weeks prior to traffic impacts. | | | | | | | | | | | | | | | | |
| Turning signs away from roadway (parallel with road) not allowed as they are not crashworthy. | | | | | | | | | | | | | | | | |
| **Comments**: | |  | | | | | | | | | | | | | | |

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| **Haul Roads:** | | | | | | | | | | |  | | | |
| Road load limits: | | | | |  | | | | | | | | | |
| Hauling access problems: | | | | |  | | | | | | | | | |
| Subsection 107.2 of the Standard Specifications: | | | | | | | | | | | | | | |
|  | * Notify the engineering in writing at least 3 business days before hauling materials over a public road or street not a part of the state highway system. | | | | | | | | | | | | | |
|  | * Haul roads must be logged with the Project Leader before & after their use. The County Highway Commissioner or Town Chairman are encouraged to accompany when the roads are logged. | | | | | | | | | | | | | |
|  | | | | **Anticipated Haul Roads** | | | | | | | | | **Owner** | |
|  |  | | | | | | | | | | |  | | |
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| **Comments:** | | |  | | | | | | | | | | | |
| **Erosion Control:** | | | | | | | | | | |  | | | |
| Contractor’s contact responsible for installation & maintenance of erosion control measures: | | | | | | | | | | | | | | |
|  | | Contractor: | | | | |  | | | | | | | |
|  | | Office Phone Number: | | | | |  | | | | | | | |
|  | | Cell Phone Number: | | | | |  | | | | | | | |
|  | | Fax Number: | | | | |  | | | | | | | |
| Erosion Control Implementation Plan (ECIP): | | | | | | | | | | | | | | |
|  | * The ECIP must be followed throughout construction. | | | | | | | | | | | | | |
|  | * ECIP amendment is required for any changes to construction operations not originally included in the approved ECIP. Work shall not begin until amendment is approved. | | | | | | | | | | | | | |
|  | * ECIP approved? | | | | |  | | Yes | | Approval Date: | | | |  |
|  | | | | | |  | | No | | Anticipated Approval Date: | | | |  |
| Dewatering: | | | | | | | | | | | | | | |
|  | * Any dewatering activities must be included in the ECIP. | | | | | | | | | | | | | |
|  | * Use Wisconsin DNR Technical Standard 1063 as guide: <https://dnr.wisconsin.gov/topic/Stormwater/standards/const_standards.html> | | | | | | | | | | | | | |
|  | * Project Leader to notify Region Stormwater Engineer when dewatering begins. | | | | | | | | | | | | | |
| Special erosion control contract provisions: | | | | | | | | |  | | | | | |
| Unresolved erosion control issues: | | | | | | | | |  | | | | | |
| **Comments:** | | |  | | | | | | | | | | | |

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| **WPDES Permit:** | | |  |
| Is WPDES Permit required? | | If yes, what is the start date? | |
| **Comments:** |  | | |
| **Note:** | The Permit Certificate must be posted in a conspicuous place at the project site. | | |

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| **Army Corp of Engineers 404 Permit & DNR Commitments:** | | | | | | | |  |
| Is ACOE 404 Permit required? | | |  | | | | | |
|  | * If yes, has it been acquired? | | |  | | | | |
| The contractor is responsible for obtaining 404 permit for impacts to wetlands & waterways not included in the Department’s permit. | | | | | | | | |
|  | * Are changes to the 404 permit anticipated? | | | | |  | | |
| Prohibited discharges to wetlands & waterways. | | | | | | | | |
|  | * Wisconsin Administrative Code (Trans 401) requires a notification of a prohibited discharge to the DNR within 24 hours of learning of a prohibited discharge. Contractor must notify the Project Leader or Project Manager, who will contact the WisDOT Regional Stormwater & Erosion Control Engineer, Wisconsin DNR liaison & Army Corps of Engineers. | | | | | | | |
| Equipment cleaning protocol: | | | | | | | | |
|  | * Required to follow Wisconsin DNR Emergency Rule Order FH-40-07. | | | | | | | |
|  | * See: <https://dnr.wisconsin.gov/topic/Invasives/disinfection> | | | | | | | |
| Special DNR environmental commitments: | | | | |  | | | |
| **Comments:** | |  | | | | | | |
| **Open Burning:** | | | | | | |  | |
| Illegal burning is not allowed on construction sites (see WisDOT Standard Specification 205.3.12, 107.11.4 & NR 429) Please be advised: | | | | | | | | |
|  | * Burning of clean wood, roots, brush, or waste logs with a burning permit is permissible. | | | | | | | |
|  | * Do not burn in wetlands or floodplains. | | | | | | | |
|  | * Absolutely no burning of treated lumber, plywood, plastic, rubber, caulking tubes, oil filters, etc. | | | | | | | |
| **Comments:** | |  | | | | | | |

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| **Pits, Quarries & Waste Areas:** | | | |  | |
| Have the archaeological survey requests been submitted? | | | | |  |
|  | Approval date: | |  | | |
|  | If not, anticipated date of submittal: | |  | | |
| All waste & borrow sites must be addressed in ECIP. | | | | | |
| All erosion control measures must be installed prior to opening site. Final restoration must be show in the ECIP. Any changes will require an ECIP amendment. | | | | | |
| **Comments:** | |  | | | |

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| **Electrical Work:** | | |  | |
| **Has the documentation of electrician status as specified in Standard Spec Manual 651.3.2(3) been provided?** | | **Yes** | | **Date:** |
| **No** | | **Anticipated Approval Date:** |  |
| **Electrical Contractor Name & Phone:** |  | | | |
| **Field Electrician Name & Phone:** |  | | | |
| **Comments:** | | |  | |

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| **Notify Local Authorities:** | |  |
| Project Leader will contact sheriff, fire, school districts, etc. | | |
| **Comments:** |  | |

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| **Special Provisions & Plans:** | |  |
| List & discuss unique special provisions in the contract: | | |
|  | | |
| Review ASP-6. | | |
| **Comments:** |  | |

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| **Contract Administration:** | | | | |  |
| Additional Special Provision (ASP) 4 requires prime contractor to pay subcontractors within 10 calendar days of receipt of payment from WisDOT. | | | | | |
| For working day contracts: Contractor & Project Leader to review & agree on changed working days each week. | | | | | |
| Contract modifications are to be approved before the work is performed, including cost & additional contract time. | | | | | |
| Completion of DQI (who & when): | | | |  | |
| Final acceptance of this project will be made by: | | | |  | |
| Final quantities shall be confirmed within 30 days of receipt of tentative final estimate as specified in Section 109.7 of the Standard Specifications. | | | | | |
| **Comments:** | | |  | | |
| **Action Items Required Before Work Can Begin:** | | | | |  |
| Contractor: | | | | | |
|  | * List items that need to be completed by contractor: | | | | |
|  | |  | | | |
| WisDOT: | | | | | |
|  | * Notify Region Communications Manager of construction start date. | | | | |
|  | * Notify Region Contract Specialist to send start notice. | | | | |
|  | * Submit Lane Closure System (WisLCS) information. | | | | |
| **Comments:** | | |  | | |

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| **Contractor’s Concerns:** | | |  | |
| **1.** |  | | | |
| **2.** |  | | | |
| **3.** |  | | | |
| **4.** |  | | | |
|  |  | | | |
| **General Discussion:** | | | |  |
| List & discuss unique special provisions in the contract: | | | | |
| **1.** |  | | | |
| **2.** |  | | | |
| **3.** |  | | | |
| **4.** |  | | | |
| **Comments:** | |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Adjournment Time:** | | | | |  |
|  | | | | | |
| **Attendance Roster Attached?** |  | **Yes** |  | **No** | |
|  |  |  |  |  | |