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| **NORTHWEST REGION PRE-CONSTRUCTION CONFERENCE CHECKLIST** |

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| **PROJECT ID:** |  | **FEDERAL ID:**  |  | **CONTRACT ID:**  |  |
| **COUNTY:**  |  | **HIGHWAY:**  |  |
| **NAME OF ROAD:**  |  |
| **TYPE OF WORK:** |  |
| **PROJECT LEADER:** |  | **PROJECT** **MANAGER:** |  | **PROJECT SUPERVISOR:**  |  |
| **CONTRACTOR:** |  | **LETTING DATE:** |  |
| **PRE-CON DATE:** |  | **PRE-CON TIME:** |  | **CONFERENCE HELD AT:** |  |

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| **CHECKLIST** | **DATE** |
| 1. Contact contractor to set up mutually agreeable time
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|  | Date and Time: |       |
| 1. Send letter to prime contractor with date and location
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| 1. Send Invitations
 |       |
| 1. Route invitation and list of attendees past:
 |       |
|  | [ ]  | Contract Specialist |  |
|  | [ ]  | Utility Coordinator |  |
|  | [ ]  | Permits |  |
|  | [ ]  | Materials, Pavement & Soils, Survey |  |
|  | [ ]  | Regional Labor Compliance Officer |  |
|  | [ ]  | Project File |  |
| 1. Invite local officials and project stakeholders to pre-con
 |       |
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| **Possible Stakeholders:** |  |
|  | [ ]  | County Commissioner |
|  | [ ]  | Township Chairpeople |
|  | [ ]  | City Engineer |
|  | [ ]  | City Utilities |
|  | [ ]  | Mayor |
|  | [ ]  | County Surveyor |
|  | [ ]  | State DOT Maintenance Area Patrolman |
|  | [ ]  | Local Law Enforcement |
|  | [ ]  | County Law Enforcement |
|  | [ ]  | State Law Enforcement |
|  | [ ]  | DOT Region Office Soils Department |
|  | [ ]  | DOT Region Office Pavement Engineer |
|  | [ ]  | DOT Region Office Contract Specialist |
|  | [ ]  | DOT Region Office Labor Compliance Officer |
|  | [ ]  | DOT Region Office Traffic Engineer |
|  | [ ]  | DOT Region OfficeEnvironmental Coordinator |
|  | [ ]  | DOT Region OfficeCommunications |
|  | [ ]  | DOT Region Office Designer |
|  | [ ]  | DOT Region Office Supervisor |
|  | [ ]  | DOT Regional Director |
|  | [ ]  | Wisconsin Department of Natural Resources Liaison |
|  | [ ]  | Utilities Listed on Plan |
|  | [ ]  | Chamber of Commerce |
|  | [ ]  | Business Association |

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|  | [ ]  | Railroad |
|  | [ ]  | Local Fire and Ambulance |
|  | [ ]  | Prime Contractor (Prime is responsible for inviting subcontractors) |
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| **CHECKLIST** | **DATE** |
| 1. Develop agenda for pre-construction conference
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|  | 1. | Consult Construction and Materials Manual Chapter 2.11-(1-10) |
|  | 2. | Consult Northwest Region-Eau Claire Pre-construction Agenda / Minutes format (attached) |
|  | 3. | State DOT Labor Compliance Officer first on agenda |
|  | 4. | Important topics of pre-construction conference: |
|  |  | a. | Name and phone number of 24 hour Traffic Control Maintenance Person |
|  |  | b. | Name and phone number of 24 hour Contractor Maintenance Person |
|  |  | c. | Information as to detour / signing by State forces and coordination |
|  |  | d. | Contractors: Prosecution and Progress, Utility Contracts, Schedule, Other Contracts, Coordination with Business |
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| 1. Assign someone to take notes at pre-construction conference. If supervisor is available at pre-construction conference, supervisor will take notes.
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| 1. Send copy of minutes to people who requested them
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| 1. Minutes routed to DOT staff who attended meeting
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| 1. Minutes / Attendance routed to Contract Specialist
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