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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | | | | | | |  |
|  | | | Date and Time: | | |  | |
| 1. Send letter to prime contractor with date and location | | | | | | |  |
| 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 | | | | | | |  |
|  | | | | | | |  |
| **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) | | | | |
|  | | | | | |  |  | |
| **CHECKLIST** | | | | | | | | **DATE** |
| 1. Develop agenda for pre-construction conference | | | | | | | |  |
|  | 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 | | | |
|  |  | |  | |  | | | |
| 1. Assign someone to take notes at pre-construction conference. If supervisor is available at pre-construction conference, supervisor will take notes. | | | | | | | |  |
| 1. Send copy of minutes to people who requested them | | | | | | | |  |
| 1. Minutes routed to DOT staff who attended meeting | | | | | | | |  |
| 1. Minutes / Attendance routed to Contract Specialist | | | | | | | |  |