



The preconstruction meeting is a vitally important meeting in which department personnel, consultants, and contractor's staff have the opportunity to become acquainted and begin the process of creating the team that will build the project. Some of the primary goals of the preconstruction meeting include:

- Establish lines of authority and communication
- Clarify responsibilities of contractor's personnel, department personnel, consultants, subcontractors, and suppliers
- Identify potential issues and the process for resolution
- Resolve potential sources of misunderstanding
- Plan and discuss detailed arrangements necessary for a successful project.

At an early date following the award and execution of the contract, the region will arrange the preconstruction meeting. Its purpose is to allow a general and open discussion between region personnel, the contractor, utility companies, railroads, and other invited parties. The engineer will lead the conference.

Topics of discussion will include the contractor's plan of operations, designated materials contacts, utility and railroad company plans for alterations, and the contract plan and specification requirements. Environmental commitments, permits, requirements, and erosion control measures will receive special attention and emphasis, and be reviewed in detail. Environmental permits that are issued will be compared to the contractor's plan of operations to determine that the operations are covered.

Chapter Trans. 401 requires that the contractor submit an Erosion Control Implementation Plan (ECIP) to the appropriate region office of WisDOT and the appropriate region office of WisDNR at least 14 days prior to the preconstruction conference, or at a time otherwise agreed upon by the department, DNR, and the prime contractor. The contractor ECIP is discussed in [CMM 6-45](#).

Other topics may include the following:

- Project -specific materials testing guide and designated materials contacts.
- Coordination between the contractor, railroad, and utilities.
- Stages for completing the work.
- Anticipated traffic problems and traffic handling procedures.
- Planned inspection of the work.
- Employment requirements of the federal and state governments.
- Field office and laboratory requirements.

Representatives of the contractor, WisDOT, and the consultant, if applicable, should individually or jointly study the plans, environmental permits, and contract provisions before the conference. In addition, a field review of the project site with plan in hand is encouraged in order to check the fit of the plans to the terrain. Necessary steps to be taken to adjust the plan for side roads, private entrances, erosion control, drainage, etc., can then be discussed at the conference.

A written record of the conference will be made for the region file and will include names of attendees, topics, plans, problems discussed, and decisions made. A copy will be sent to attendees upon request.

[WS1030 is available for tailoring for preconstruction meeting.](#)

Refer to [Figure 1](#) for general guidelines for arranging and holding the preconstruction meeting. Department form [WS1030](#) is available for regions and project leaders to tailor as necessary to document the discussion at the preconstruction meeting.

Figure 1 Holding a Preconstruction Conference

HOLDING A PRECONSTRUCTION CONFERENCE**1. Preparing for the conference.**

- A. Arrange meeting details.
 - Date
 - Time
 - Room
 - Agenda handouts
 - Recording secretary
 - Registration sheets
 - WisDOT forms
 - Exhibits, maps, etc.
- B. Notify interested agencies and companies.
 - Prime contractor and subcontractors
 - Utilities
 - Railroads
 - County highway departments
 - Local units of government
 - Municipalities
 - Townships
 - Fire and police departments
 - Federal agencies – FHWA, others
 - Regional planning agency
 - Consultant (if applicable)
 - Local associations, chamber of commerce
 - State agencies
 - DNR
 - WisDOT
 - Region
 - Project manager
 - Engineer
 - Labor Compliance Coordinator
 - Other sections of units
 - Central Office
 - Oversight engineer
 - Specialists
 - WisDOT, Division of State Patrol

2. Directing the conference.

- A. Register persons in attendance. Provide sign - up sheets and get important data.
 - Name
 - Agency or company
 - Office address
 - Office telephone
 - Is a copy of the minutes wanted?
- B. Distribute the agenda.
- C. Appoint a recording secretary.
 - Ask secretary to record person entering or leaving during the conference.
 - Record the minutes.
- D. Introduce attendees and direct the meeting.
 - Summarize each major discussion.
 - Excuse utilities and railroad after their portion of the conference is concluded, if they wish to leave.
 - Announce the wage and labor compliance meeting will start after the main conference.
- E. Direct the wage and labor compliance meeting.
 - Introduce representative.
 - Register attendees.
 - Have minutes recorded.
- F. Direct other meetings as required.

3. Following up.

- A. Have the minutes and attendance sheets typed.
- B. Distribute to:
 - Attendees requesting a copy.
 - Region file.
 - Others who should be informed.