**Preconstruction Meeting Agenda**

DELETE THIS BEFORE SENDING.

Note to Preparer 1/27/2025

SE Region is in the process of modifying this agenda template. Until this process is complete you may notice some vague notes or repeat information. This is being shared in this state since the materials section was improved and we wanted to at least provide that information in the interim.

*REFER TO CMM 226 FOR GUIDANCE ON PRE CONSTRUCTION MEETINGS.*

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| **Project ID** |  |
| **Project Name** |  |
| **Location** |  |
| **Project Leader** |  |

1. **Introduction**
	1. Purpose of meeting
	2. Review Agenda
	3. Distribute Attendance Roster
2. **General Project Information**
3. Description of proposed work
4. Contract number/WisDOT Project ID/Federal Project No
5. Adendum
6. Contract Cost and Time
7. Anticipated Starting Date
8. Project construction issues

Prosecution and progress requirements

Traffic requirements

Critical coordination mentioned in the specials (WE power New electrical service, property owner outreach . . .)

1. **Safety**
2. #1 priority and everyone’s responsibility
3. Discuss Site Safety Plan (contractor safety officer, job hazards, nearest hospital/emergency services, etc.)
4. Wear proper PPE at all times. Plain green/yellow/orange shirts are not acceptable.
5. Be aware of your surroundings. Avoid high risk areas, equipment blind spots, distracted drivers, etc.
6. 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.
7. **Project Personnel**
8. WisDOT Personnel
9. Prime Contractor’s Personnel
10. Roles and Responsibilities
11. Line of Communication (Line of Communication Form)
12. Dispute Escalation
13. **Subcontractors**
	1. Names of proposed subcontractors
	2. Sublet Request Forms
	3. Line of communication: WisDOT, prime contractor, subcontractors
14. **Suppliers**
15. Names of proposed suppliers – Is this covered in the materials section
16. **Progress Meetings**
17. Frequency of Meetings
18. Meeting location and time
19. Expected attendance
20. **Public Relations**
21. Contact with news media
22. Contact with local government officials
23. Contact with abutting property owners
24. **Contract Administration**
25. Forms to be submitted by contractor
26. RFI Process
27. Notice of Change and claims process
28. Contract Features
29. Special Provisions & clarifications
30. Items of work
31. Measurement, acceptance, and payment process
32. Special measurement and acceptance procedures
33. Special permits
34. Progress payment process and frequency
	1. Contractor to review quantities for discrepancies
35. Field Office and Field Laboratory
36. **Construction Work Schedule**
37. Overview by WisDOT
38. Notice to Proceed Procedures
39. Coordination with other projects, contractors, utilities, railroad
40. Contractor’s work schedule
41. Plan of work operations
42. Time frame, hours of work, number of shifts
43. Anticipated Conflicts
44. **Major Work Operations**
45. **Utility Coordination and Adjustments**
46. Utility agreements
47. Utility work schedule
48. Current status of work
49. Anticipated Problems
50. **Right of Way**
51. Current status of agreements and commitments
52. Unsecured Parcels
53. Notifying owners about conflicts
54. **Traffic Control**
	1. **Detours**
		* Identification of routes
		* Logging
		* Traffic Control
		* Restrictions, noise & dust control
55. Traffic Control Plan
56. Holiday work restrictions
57. Signing requirements
58. Dust and Noise Control
59. **Environmental Considerations**
60. Erosion Control Implementation Plan
	1. Select site location
61. Erosion Control for the project
	1. Timely restoration
	2. Preparation of seed beds
62. Protection of environmental features
	1. In stream restrictions
	2. Environmental windows
63. Environmental Permits
64. **Structures**
	1. **Ancillary Structures Inspections**
		* Overhead sign supports
		* Sign bridges
		* Traffic signal monotube poles (type 9,10,12, and 13 poles)
		* High mast lighting poles
	2. Fab library / shop drawings
	3. Bridge Painting items
		* Coordination
		* Certifications
		* Pre-paint meetings
		* documentation
65. **Materials – Add something about cold weather items and restrictions.**
66. Source of Materials Form (DT1349)
	1. Date received from contractor: Click or tap to enter a date.
	2. If not received, anticipated date of submittal: Click or tap to enter a date.
67. WisDOT SE Guide
	1. Date provided to the contractor: Click or tap to enter a date.
68. Project Materials Representatives (standard specification 106.1.2):
	1. WisDOT’s materials coordinator
		1. Name: Click or tap here to enter text.
		2. HTCP Number: Click or tap here to enter text.
		3. Expiration Date: Click or tap to enter a date.
	2. Contractor’s materials coordinator
		1. Name: Click or tap here to enter text.
		2. HTCP Number: Click or tap here to enter text.
		3. Expiration Date: Click or tap to enter a date.
	3. Requirements of the contractor’s project materials coordinator (standard specification 106.1.2):
		1. Communicating contract sampling and testing requirements to subcontractors at all tiers.
		2. Reporting out-of-specification test results to the department as soon as the information is available.
		3. Providing certified reports of test or analysis and manufacturers’ certificates of compliance from subcontractors at all tiers and maintaining certification records as specified in 106.3.3.2.
69. Pits/Quarries & Waste Areas
	1. Has the archaeological survey request been submitted?
		1. Approval date: Click or tap to enter a date.
		2. If not, anticipated date of submittal: Click or tap to enter a date.
	2. All waste and borrow sites must be addressed in the ECIP.
	3. Identify all waste sites necessary for the project.
70. Material Lead Time Items
	1. Items affected by long lead times:
		1. Click or tap here to enter text.
		2. Click or tap here to enter text.
		3. Click or tap here to enter text.
71. Acceptance Procedures
	1. All required materials documentation must be submitted prior to installation.
	2. Payment will be withheld on items that are missing required materials documentation (e.g. material certification, QMP field test reports, buy America certifications, etc.).
72. QMP Requirements
	1. The following is a list of items QMP’s that are included under the contract:
		1. Click or tap here to enter text.
		2. Click or tap here to enter text.
		3. Click or tap here to enter text.
	2. QC plans must be submitted 10 business days before placing the respective material (standard specification 701.1.2.2).
	3. Update QC plans with changes as they become effective (standard specification 701.1.2.2).
	4. WisDOT Qualified Labs:
		1. Identify QC labs and if they are active on the list of WisDOT Qualified Labs.
			1. All QC labs providing QMP testing for small quantity items must also be on the list of WisDOT Qualified Labs.
		2. Identify QA/QV labs and if they are active on the list of WisDOT Qualified Labs.
			1. This includes all WisDOT consultants performing testing on a project.
73. Rejected and/or Nonconforming Material
	1. The department does not want nonconforming material permanently incorporated into the work.
	2. If a nonconforming test occurs, notify the engineer when an individual test exceeds a spec limit. Material from the first out-of-spec test up to, but not including, material from the first subsequent in-spec test is nonconforming (standard specification 701.3.2).
		1. If a nonconforming test occurs, stop placement & perform additional testing until material is back within spec.
	3. If nonconforming material is placed, the first consideration should be removal and replacement. Any nonconforming material that remains in place will be subject to a price reduction.
74. **Build America Buy America Provision (BABA) (CMM 228.5 / 88 FR 57750 (2 CFR Parts 184 & 200))**
	1. BABA is the responsibility of the contractor to provide the proper materials and documentation for steel/iron, manufactured products, and construction materials requirements according to CMM 228.5/88 FR 57750.
	2. Buy America Certification Form (DT 4567) is required at the end of the project.
	3. **No material shall be incorporated into the project until certifications are verified.**
		1. Any material not meeting these requirements shall not be paid for and will be required to be removed and replaced with materials meeting requirements.
		2. Buy America certifications need to be signed & dated. Certifications with “Buy American” will be rejected.
	4. Contractors may need to inform suppliers of the updated Buy America requirements when ordering their materials.
75. Missed QV or QC Tests
	1. When item is nearing completion, have good communication on last tests and expected quantities so that any partial lots/frequencies have a representative random test.
	2. Concrete supplier/mix design change communication is necessary so that missed tests can be avoided:
		1. Mix designs need to be submitted to the engineer 3 business days prior to placement (standard specification 715.2.1).
		2. What is the contractors plan for communicating mix design changes?
		3. Mix shall not be placed until the mix design is approved by the engineer.  Any mix not following standard specification 715.2.1 shall be subject to removal and replacement.
	3. If tests are missed, that represented material will receive a deduct according to CMM 830.13.
		1. QV represents entire lot
		2. QC represents sublot
76. Independent Assurance (IAP)
	1. Contact the IAP before any QC or QV testing is taking place on the project.
	2. Per FHWA requirements, all HTCP testers need to be IA’d yearly for each certification/test type.
77. Additional materials topics specific to this project: Click or tap here to enter text.
78. **Detours and Haul Roads**
79. Identification of routes
80. Logging
81. Traffic Control
82. Restrictions, noise & dust control
83. **Surveying**
84. Initial layout and data transfer
85. Special staking information
86. AMG Grading / GPS work plan
87. **Safety**
88. Contractor’s Safety Plan
89. Job-related injuries and how will they be handled
90. Incident Management
91. Emergency protocols and contacts
92. **Project Acceptance and Finals Process**
93. Final acceptance procedure and punch list
94. Retainage
95. **Evaluations and Critiques**
96. **DBE Involvement**
97. Project Goals
98. Contractor’s approach for achieving goal
99. Apprenticeship Program
100. **Labor and Wage Compliance Meeting**