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| **Southeast Region Project Start Up Construction Checklist** |

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| **PROJECT ID:** |  | **FEDERAL ID:**  |  | **CONTRACT ID:**  |  |
| **COUNTY:**  |  | **HIGHWAY:**  |  |
| **NAME OF ROAD:**  |  |
| **TYPE OF WORK:** |  |
| **PROJECT ENGINEER:** |  | **PROJECT** **MANAGER:** |  | **PROJECT SUPERVISOR:**  |  |
| **CONTRACTOR:** |  | **LETTING DATE:** |  |
| **PRE-CON DATE:** |  | **PRE-CON TIME:** |  | **PRE-CON LOCATION:** |  |

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| **This form is to be included in the project field records when the project is assigned to the project engineer.** |
|  |
| **This checklist is only a supplement to the construction and materials manual.** |
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| **Checklist** | **Date** |  |
| 1. Project assigned to project manager
 |       |  |
| 1. Project let / awarded
 |       | *(See Contract Specialist)* |
| 1. Contract executed (Governor signs)
 |       | *(See Contract Specialist)* |
| 1. Contractor notified
 |       | *(See Contract Specialist)* |
| 1. Prime contractor contacted
 |       |  |
|  | Prime contractor project manager |       |
|  | Prime contractor’s address |       |
|  |  |       |
|  |  |       |
|  | Prime contractor’s phone number |       |
|  | Prime contractor’s fax number |       |
|  | Prime contractor’s mobile numbers |       |
|  | Prime contractor’s e-mail address |       |
|  | Prime contractor’s Material Person |       |
|  |
| 1. Prior to partnering / pre-con review:
 | **Notes** |  |
|  | A. | Plan |       | *(with Designer)* |
|  | B. | Proposal |       | *(with Designer)* |
|  | C. | Contract time |       | *(with Designer)* |
|  | D. | Prosecution and progress |       | *(with Designer)* |
|  | E. | Incentive / disincentive |       | *(with Designer)* |
|  | F. | R/W commitments |       |  |
|  | G. | Design file and Meet with the Designer |       |  |
|  | H.  | Low bids (DOT homepage) |       |  |
|  |
| **Checklist** | **Date** |  |
| 1. Contact Technical Services Supervisor
 |       |  |
|  | (Letters to preserve local and county survey monuments, section corners) |
| 1. Partnering in specials?
 | [ ]   | Yes | [ ]   | No |  |
|  |  |  |  |  |  |
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| **Checklist** | **Date** |  |
| 1. Contractor contacted to set up pre-con
 |       |  |
| 1. See SE R pre-construction conference checklist
 |       |  |
| 1. ECIP
 |       |  |
| 1. Environmental Commitments
 |       |  |
| 1. Real Estate Commitments
 |       |  |
| 1. Is there a detour on project?
 | [ ]  | Yes | [ ]  | No |

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| **Forms Required:** |  |
|  | **From Prime Contractor:** | **Date** |  |
|  | 1. Railroad insurance (if required)
 |       | *(See Railroad checklist)* |
|  | 1. Erosion control implementation plan
 |       | *(Coordinate with SE R Environmental unit)* |
|  | 1. Sublet request
 |       | *(approved by Labor Compliance Specialist)* |
|  | 1. Source of materials
 |       | *(Submit to Contract Specialist)* |
|  | 1. Project schedule (check for compliance)
 |       | *(Submit to Contract Specialist)* |
|  | 1. Shop drawings
 |       | *(See Contract Specialist)* |
|  | 1. Retaining wall design
 |       | *(See Contract Specialist)* |
|  |  |  |  |
|  | **From State DOT:** | **Date:** |  |
|  | 1. Agree on project start-up date
 |       | *(Notify Contract Specialist, project manager and supervisor)* |
|  | 1. Send notice to start work
 |       | *(Contract Specialist sends)* |
|  |  |  |  |
|  | **UTILITIES ON PROJECT\*:** | **COMPANY / CONTACT PERSON / PHONE NO.** |
| **\*NOTE:** Verify that plan information on utilities is correct. |  |
|  | 1. Telephone
 |       |
|  | 1. Electric Distribution
 |       |
|  | 1. Electric Transmission
 |       |
|  | 1. Natural Gas
 |       |
|  | 1. Cable Television
 |       |
|  | 1. Other
 |       |
|  | 1. Is a separate Utility Pre-Construction Conference Needed?
 | [ ]  | Yes | [ ]  | No |
|  | Date: |       |
|  | Time: |       |
|  | Location |       |
|  | Supervisor / Prime Contractor Notified: |       |