**Preconstruction Meeting Agenda**

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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. Contract Cost and Time
6. Anticipated Starting Date
7. Project construction issues
8. **Project Personnel**
9. WisDOT Personnel
10. Prime Contractor’s Personnel
11. Roles and Responsibilities
12. Line of Communication (Line of Communication Form)
13. Dispute Escalation
14. **Subcontractors**
    1. Names of proposed subcontractors
    2. Sublet Request Forms
    3. Line of communication: WisDOT, prime contractor, subcontractors
15. **Suppliers**
16. Names of proposed suppliers
17. **Progress Meetings**
18. Frequency of Meetings
19. Meeting location and time
20. Expected attendance
21. **Public Relations**
22. Contact with news media
23. Contact with local government officials
24. Contact with abutting property owners
25. **Contract Administration**
26. Forms to be submitted by contractor
27. RFI Process
28. Notice of Change and claims process
29. Contract Features
30. Special Provisions & clarifications
31. Items of work
32. Measurement, acceptance, and payment process
33. Special measurement and acceptance procedures
34. Special permits
35. Progress payment process and frequency
36. Field Office and Field Laboratory
37. **Construction Work Schedule**
38. Overview by WisDOT
39. Notice to Proceed Procedures
40. Coordination with other projects, contractors, utilities, railroad
41. Contractor’s work schedule
42. Plan of work operations
43. Time frame, hours of work, number of shifts
44. Anticipated Conflicts
45. **Major Work Operations**
46. **Utility Coordination and Adjustments**
47. Utility agreements
48. Utility work schedule
49. Current status of work
50. Anticipated Problems
51. **Right of Way**
52. Current status of agreements and commitments
53. Unsecured Parcels
54. Notifying owners about conflicts
55. **Traffic Control**
56. Traffic Control Plan
57. Holiday work restrictions
58. Signing requirements
59. Dust and Noise Control
60. **Environmental Considerations**
61. Erosion Control Implementation Plan
62. Erosion Control for the project
63. Protection of environmental features
64. Environmental Permits
65. **Ancillary Structures Inspections**
    1. Overhead sign supports
    2. Sign bridges
    3. Traffic signal monotube poles (type 9,10,12, and 13 poles)
    4. High mast lighting poles
66. **Materials**
67. Sources and locations
68. Testing and Certifications
69. Acceptance procedures
70. Rejected or Deficient Materials
71. Pits, quarries, and waste area requirements
72. QMP Process & Reporting procedures
73. Identify the CDMP and WDMP
74. Provide E-Guide to contractor
75. **Detours and Haul Roads**
76. Identification of routes
77. Logging
78. Traffic Control
79. Restrictions, noise & dust control
80. **Surveying**
81. Initial layout and data transfer
82. Special staking information
83. **Safety**
84. Contractor’s Safety Plan
85. Job-related injuries and how will they be handled
86. Incident Management
87. Emergency protocols and contacts
88. **Project Acceptance and Finals Process**
89. Final acceptance procedure and punch list
90. Retainage
91. **Evaluations and Critiques**
92. **DBE Involvement**
93. Project Goals
94. Contractor’s approach for achieving goal
95. Apprenticeship Program
96. **Labor and Wage Compliance Meeting**