



Pre-Construction Conference

Southwest Panel

After Award/Before Pre-Construction Conference: Actions, Communications and Pre-Requisite Items

- **Utilities of Major Impact – meet with utility coordinator and contractor prior to Pre-Construction Conference when possible**
- **Contractor Submittals (to be submitted at least 3 days prior to conference, or as noted)**
 - **Emergency Contact Information**
 - **Signature Affidavit**
 - **Work Zone Supervisor**
 - **Pile/Borrow/Disposal Approvals**
 - **Materials Sources**
 - **QC Plans / Storm Water Quality Plan (as allowed in Standard Specifications)**
 - **Temporary Traffic Control Devices Report**
 - **Shop Drawings (as allowed in Standard Specifications)**
 - **Schedule**
 - **Risk Awareness**
 - **Material Source Timeliness**
 - **Restrictions**
- **Project Personnel (Consultant, INDOT)**
 - **Org Chart**
 - **Key Contacts**
- **Project Safety**
 - **Manual (Draft)**
- **Material Testing Requirements (INDOT provide to Contractor)**
- **Field Office Coordination**



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Pre-Construction Conference Attendance

(Virtual Participation should be an option. When utilized, cameras should be used.)

- Project Engineer/Supervisor
- Area Engineer
- Contractor
- Major Sub-Contractors
- Project Manager
- Utilities Coordinator
- Utilities
- Environmental Permit Coordinator
- Consultant/In-House Designer
- Traffic Representative
- LPA/Local Officials (If applicable)
- INDOT Maintenance Representative (Sub-District Mgr/Unit Foreman)
- EEO (INDOT & Contractor as required)
- Testing (If there is a change to be communicated)
- Real Estate (If applicable)



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Pre-Construction Conference Agenda

- 1. Welcome/Sign-In/Introductions (PE/S)**
- 2. Chain of Command/Communications (INDOT/Contractor/Designer)**
- 3. EEO Requirements**
- 4. Project Overview/Purpose & Need (Designer/Project Manager)**
- 5. Environmental Permits and Commitments (Environmental Permit Coordinator)**
- 6. Safety Review – Expectations of All Parties (Contractor/INDOT)**
- 7. Logistics of Operations/Discussions**
 - a. Contractor’s Plan**
 - b. Traffic/Traffic Control/MOT**
 - c. Testing (If changes)**
 - d. Utilities**
 - e. ROW**
 - f. Railroad**
 - g. Progress Meetings**
- 8. Change Orders/Payment (INDOT/Contractor)**
 - a. Remind request for change orders**
 - b. Estimate dates from Site Manager**



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After Pre-Construction Conference

- **Conference notes distribution to all participants**