

Pre-Construction Conference Agenda

Contract _____

1. Pre-construction Conference welcome and identification of contract
2. Describe the location of the contract
3. Begin circulating the Pre-construction sign-in sheet
4. Introduction of attendees
5. Description of the scope of work, and design objectives and summary
6. EEO Officer

*If EEO Officer is not present at the Pre-con, review and distribute subject materials.
If no materials were provided, review the following topics:*

- Prime contractor familiarity with SiteXchange. (Refer questions to the District EEO Officer.)
- All subcontractors must be approved prior to beginning work on the contract.
- Subcontractors should communicate through their prime contractor to INDOT, unless special arrangements have been made.
- Subcontractors (*especially DBE's*) should provide at least 24 hour notice prior to beginning work on the contract.
- Payroll submission (*current electronic process*).
- Bulletin board placement. (*Contact EEO Officer once the bulletin board is up.*)
- Any changes in subcontractors, significant reductions of, or elimination of a subcontractor's work must be reported to the District office.

7. Safety

If District Safety Director is not present at the Pre-con, review the following topics:

- INDOT: Will wear appropriate PPE. Discuss hardhat policy.
- INDOT: Place emergency contact information in easily accessible location for all employees.
- Discuss specific safety concerns pertaining to the contract and conditions. Review [107.08](#) (INDOT *Standard Specifications*).
- All vehicles on the job site must have appropriate warning lights.
- Objects should not be left on shoulders overnight unless they are demarcated by a light or something reflective, such as a barrel. This does not include equipment. Non-operating construction equipment requires relocating as per [107.08\(c\)](#) (INDOT *Standard Specifications*).

- Review **RSP [801-R-672](#)** LAW ENFORCEMENT OFFICER FOR WORK ZONE SAFETY if it is specified for the contract. Discuss the requirements.

8. Railroad (if there is a provision in the CIB)

- Review requirements, within the CIB, that must be met prior to and during the performance of work within railroad ROW (such as staging of material, equipment usage, or crossings).
- Evidence of Insurance: The Contractor must follow routing shown in the CIB. (Do not send everything to INDOT. This will slow approval process.)

Note to AE: discuss the mailing address or email address to which the insurance information must be sent.

- Discuss turnaround time for submittals (usually shown in CIB).
- Ensure that the appropriate parties have exchanged their contact information with the Railroad representative, if they are present.
- If the Railroad representative is present, discuss their specific needs and requirements.

Dismiss EEO and Railroad and request EEO make copies of sign-in sheet to distribute to the group.

9. Utilities

- Determine and discuss the utility relocation schedule (especially if a utility has not already relocated).
- Remind everyone that relocation plans should be on the website.
- Request as-built plans for any utility that has relocated.
- Inform utilities they should plan to attend progress meetings until they have relocated/adjusted their facilities.
- Obtain chain of command and contact information for all existing utilities on the contract.
- Obtain contact information for emergency situations (such as for off-hours).
- Buy America Certification (per [Construction Memo 17-04](#)). Utilities are required to follow this criteria on all Federal Aid contracts. Certifications similar to those shown in [916.03](#) are required.
 - Responsible individual, from the utility, responsible for supplying these certifications.
 - If relocate is already complete, have certifications been submitted to the Utility Coordinator.
 - If relocate is not yet complete, make sure they know submittals must be made.
 - Certifications are provided to the Utility Coordinator.
 - Ascertain name and contact info of the Utility Coordinator for this contract (PM should know who this is).

10. Utility Locates

- Get locates prior to digging or placing construction signs.

- Instruct PE/M/S and Contractor to provide:
 - Contact information (*person, email, phone number*) for District or LPA (*signal, lighting, etc.*) locates.
 - Contact information (*person, email, phone number*) for Department ITS locates.

NOTE: If there are utilities which have not relocated that may cause scheduling problems for the Contractor, discuss setting up another meeting as soon as possible to formulate a contingency plan to the original schedule. Attendees for this meeting should include the PE/M/S, AE, Contractor, Utility Coordinator, Designer, and any affected Utility companies.

11. Emergency Contact Info

- Contractor is required to provide 24 hour contact information of at least two (2) individuals and an emergency contact number for the sign and barricade company.
- Determine the superintendent or person who will be in responsible charge of day-to-day operations for the Contractor.
- INDOT is required to provide 24 hour contact info for PE/M/S, Area Engineer, District Traffic, District and Subdistrict Maintenance, and LPA representative (*if applicable*).

12. District Traffic

If Traffic representative is not present, discuss issues that might affect INDOT or LPA in the following areas:

- Timing or adjustment of any signals during construction
- Milling of detector loops at intersections
- Interchange lighting affected by construction
- Possible phase changes that will eliminate or reduce the possibility of creating an unsafe situation due to lack of lighting

NOTE: Prior to the start of construction, the PE/M/S should contact District Traffic in order to address Traffic's requirements.

Dismiss Utilities and Traffic if their concerns have been addressed.

13. District Materials and Testing

If Materials representative is not present, review their provided information. If no information was provided, review the following topics:

- Testing requirements and basis of use for unique items in the contract.
- Required notification by the Contractor to the PE/M/S in advance of material delivery if OMM must test the material.
- Material certifications must be provided prior to incorporating material into permanent work (*including Buy America certification*).

- Discuss importance of communication to ensure Department presence during critical operations for both inspection and testing.

Dismiss District Materials and Testing if their concerns have been addressed.

14. Address comments of other individuals or groups attending the pre-con for a specific purpose

***Dismiss individuals when their concerns have been addressed.
This might occur later in the Pre-con.***

15. Common Contractor Submittals

- Emergency Contact Info.
- Signature Affidavit.
- Chain of Command and Line of Authority
- Work Zone Traffic Supervisor.
- Category 1 and 2 Device Report.
- Borrow or Disposal Site Plan ([IC-203](#)).
- Pile Hammer ([IC-740](#)).
 - For Department contracts, the Contractor shall submit the completed IC-740 to the Office of Geotechnical Services and the PE/M/S.
 - For LPA contracts, the Contractor shall submit the completed IC-740 to the PE/M/S for distribution to the Designer of Record.
- Materials Source List.
- Quality Control Plans (*401 pavements, 501 pavements, Stormwater, etc. as per [ITM 803](#)*).
- Cofferdam/Causeway.
- Structural Members: Request that the Contractor provide the following information in a timely manner (*untimely submittal may affect work progress*):
 - Name of Steel or Precast prestressed concrete member fabricator.
 - Name of the fabrication plant.
 - Point of contact at the plant.
 - Estimated month and year fabrication will begin.
 - Estimated duration of fabrication.

***Note to PE/M/S: Once obtained, email the information to the following address:
structuralmemberqainspection@indot.in.gov***

- Submittals requiring special review. (Refer to [Construction Memo 17-14](#).)
- Schedule. (*Do not start work until schedule has been submitted.*)
 - Is a follow-up meeting needed to discuss the details of the proposed schedule, especially as it relates to the Critical Path?
 - Has the Notice to Proceed (NTP), been issued? If so, what is the date of NTP?

- When is the Contractor's planned start date?
 - What are the Contractor's planned work hours?
 - Does the schedule account for turnaround time for the approval or acceptance of submittals?
 - Does the schedule account for permits and restrictions, such as tree clearing and fish spawning?
 - Are there contractual block-out dates in which the Contractor cannot work?
 - Are there work hours or lane restriction hours required by this contract?
 - Are there conflicts with the Interstate Highway Congestion Policy?
 - Have sufficient waivers to the Congestion Policy been obtained?
 - Demolition work on a given parcel must be preceded by a "Notice to Proceed with Demolition Work."
 - Is the Contractor planning on providing a "look ahead" schedule at progress meetings?
- Warranty Bond (*such as for warranted microsurfacing, UBWC*).
 - Contractor Performance Evaluation Responsible Person information (*for Prime and Subcontractor personnel who will receive PDF copies of the Contractor Performance Evaluations upon completion of the contract. Contractor Performance Evaluation (CPE) system, guidelines, instructions, and ITAP enrollment can be found at: <http://www.in.gov/indot/2735.htm>*

16. Americans with Disabilities Act (ADA)

- Review specific locations and identify constructability concerns for ADA facilities including curb ramps, signal push buttons, detectable warning surfaces, and turning spaces.
- Discuss the slope requirements for identified facilities. Slope exceptions beyond those required are allowed only with the approval of the ADA Technical Advisory Committee (TAC).
- Review the Standard Drawings to ensure ADA facilities are constructed correctly. ([Sidewalk Details](#), [Sidewalk Curb Ramps](#), and [Pedestrian Push Button Assembly](#)).
- Bring all constructability and compliance discrepancies to the attention of the Designer.
- Discuss inspection procedures and use of the collector application for determining and documenting facility compliance.
- Revisions are required to be submitted to the TAC. All non-compliant issues are required to be corrected prior to acceptance of the work.

17. Storm Water Management

*If the District Storm Water Specialist is not present at the pre-con,
ensure that the following topics are addressed:*

- a. If the contract **does not** have the pay item "Storm Water Management Budget" and **does not** have a Rule 5 permit or waterway permit:

- The Contractor shall submit a written site plan at least 14 days prior to the start of construction. Site plan shall describe:
 - The contract site.
 - Locations of all equipment storage areas, fueling locations, construction trailers, batch plants, and concrete truck washout locations.
 - A material handling and spill prevention plan.

- b. If the contract **does** have the pay item “Storm Water Management Budget”, or a Rule 5 permit, or a waterway permit:
 - Identify the person(s) performing the duties of the Storm Water Quality Manager (SWQM). Obtain contact information and email address. (*SWQM is required to attend pre-con.*)
 - The Contractor shall submit the Storm Water Quality Control Plan (SWQCP) at least 14 days prior to the start of any earth disturbing activities.
 - Obtain credentials for the SWQM and SWQCP Developer before accepting SWQCP.
 - The SWQCP Developer is required to be a licensed Engineer and possess the Specification requirements for additional educational certification.
 - The SWQM is required to hold the appropriate Level 1 or Level 2 credentials depending on the requirements within the CIB.
 - PE/M/S must review SWQCP and **accept** or **reject** the plan based on conformity to [ITM 803](#) and the Specifications.
 - Insist on a timely submission of inspection reports (*next business day following the inspection*).
 - Inspections once every 7 days and within 24 hours after a significant rain event (*1/2 in. or greater*).
 - Deficiencies must be recorded as they occur and as they are corrected.
 - Deficiencies must be corrected within 48 hours unless a written alternate plan is submitted by the Contractor and accepted by the PE/M/S.
 - The Contractor must use the current inspection application process to complete the report.
 - PE/M/S must accept reports through the current inspection application process.
 - Make sure the Contractor and PE/M/S have contact information for the District’s Erosion Control Specialist.

Note: Emphasize the necessity to install, inspect and maintain proper storm water features throughout the life of the contract.

18. Additional Review Topics

- Permits.
- Commitments.
- Buy America Certification:
 - Make reference to [106.01\(c\)](#). Sample certification in [916.03](#).

- Certification required for each product or source of material.
- Certifications must be provided prior to incorporating material into the contract.
- Construction Engineering
 - R/W must be staked by a licensed Surveyor.
 - Stationing must be in place prior to the start of work.
 - Stake construction limits at the outset of work.
 - The County Surveyor must be contacted prior to setting of monuments to provide them the opportunity to either be present during placement or checking thereof once set.
- Unique Special Provisions and unique pay items.
 - Review Unique Special Provisions (USP)
 - Review unique pay items
- Revisions prior to letting. (*Review as necessary.*)
- Per [Construction Memo 13-12](#), the Contractor should designate a contact person (*include an email address*) to whom construction changes should be emailed. The PE/M/S must also provide their information. This contact info must be emailed to Scott Teal (steal@indot.in.gov).

*Scott Teal, Program Coordinator, Research and Document Library
100 N. Senate Ave., Room N-010, Indianapolis, IN 46204 (317-234-5661)*

NOTE: Be sure to include the contract number in the subject line of the email to Scott and include a Read Receipt, in the event there is a new Coordinator. Without this info, changes will only be emailed to the DCD and Project Manager. PE/M/S should submit info for both themselves and the Contractor.

- Discuss concerns with:
 - Phasing of the work.
 - Pay items.
 - Constructability matters.
- Form IC-124; Weekly Report of Controlling Operation. This report is located within SiteManager Reports and must be completed by the PE/M/S and signed by the Contractor. It provides the best and lowest level view if a time extension needs to be considered. (*Refer to [Construction Memo 07-22](#).*)

19. Change Orders/Contract Authority

- Remind the Contractor that the submission of [Change Order Request Forms](#) help shorten the processing time for change orders.
- Discuss expectations regarding turnaround time for change orders.
- Determine the line of authority for both INDOT and the Contractor?
- Determine the decision making timeframes?

20. Contractor Payment

- Two estimates per month is desired. Agree on the dates those estimates will be generated for Contractor review.
- Turnaround time for payment is typically 35 days from the date that the estimate is approved. *(Remember, it is an estimate of quantities to be paid. Processing an estimate should not be delayed if there is disagreement over a couple of minor items.)*
- Payment can be held for:
 - EEO violations.
 - Storm water violations.
 - Traffic control violations.
 - Schedules not being kept up to date.
 - Materials certifications not being kept current *(including Buy America)*.

21. Field Office/Progress Meetings

- Has field office been established? Where?
- Contract estimates will not be paid until field office is fully functional.
- Progress meetings: Where? Frequency? Be sure to invite EEO, SWQM, and utilities that have not completed relocation (as necessary). At minimum, topics should include:
 - Quantity discrepancies. Resolve them prior to next estimate. Organize a follow up meeting to discuss if necessary.
 - Outstanding Change Orders: additional information required and timeline to complete.
 - Issues with material records and certifications.
 - Review the schedule. Any changes? Will updates be required?
 - Use of the Progress Meeting Agenda

22. Traffic Control

- Remind Contractor of roadway maintenance responsibilities during construction:
 - Refer to [105.13](#), [107.08](#), and [107.12](#) (INDOT *Standard Specifications*).
 - Suggest review of [Construction Memo 09-02](#).
- Completion of Weekly [Traffic Control Device Report](#).
 - Note when there are deficiencies and when they were repaired.
 - Note locations of all signs, barricades, and detour route markers *(use stationing or mile markers)*.
- Notify schools, police, fire, hospitals, etc. prior to lane restrictions or road closures.
 - Unofficial Detour:
 - a. Get video of condition of the road prior to start of work.
 - b. Have PE/M/S get with the Project Manager to obtain MOUs/agreements/etc. and review INDOT's responsibility with respect to the repair of detour.

- Notify PIO of phase changes, restrictions, closures, etc. as far in advance as possible.
 - Maintain pedestrian access at all times.
 - Maintain mailbox access at all times.
 - Maintain driveway access at all times unless plans and work schedule have been discussed with the property owner in advance.
- On INDOT contracts: On occasion our work affects local communities. Make sure these communities are informed in advance of interstate ramp closures, State Road closures, restrictions, or other types of work that will affect traffic flow on their roadways.

23. Comments

Entertain comments from Designers or LPA representatives and topics specific to your district.

Notes for PE/M/S

The following information is specific to the PE/M/S and does not need to be discussed with the larger group at the pre-construction conference. However, the information should be discussed with the PE/M/S prior to the beginning of construction work.

- Enter pre-construction minutes into SiteManager within **three business days** and send hard copy to the District. Make sure all attendees receive an email copy.
- Route emergency contact information to proper District personnel.
- Enter Key Dates into SiteManager as they occur.
- Make sure HT testing credentials are up to date.
- Testing requirements for materials, within SiteManager, should be reviewed prior to start of work.
- Review the testing requirements for the contract regularly to ensure those requirements are met in a timely manner. This process will help to meet the contract completion timetable at the end of the job.
- Agree to quantities daily, if possible, with the Contractor.
- Change Orders/Funding:
 - Make sure funds are available.
 - Determine when and how to procure additional funds.
- Fully document accidents that occur within or in the vicinity of job limits in the diary. Locations of signs, barricades, and changeable message signs must be noted. Note weather conditions.
- Fully document personnel injuries, incidents, and apparent contractor safety violations in diary. Diary must be forwarded to DCD and Local or Statewide Safety Division within **one day** of an incident. Note if any violation issue is being corrected.
- If Indiana State Police (ISP) patrols have been assigned to the contract, discuss the need to enter their hours worked each day in the "Diary" section in the SiteManager.
- Perform a periodic check of traffic control devices. It is recommended that a night check be performed when a new phase begins. Note deficiencies in diary. Discuss issues with the Contractor.
- Make note of information contained on changeable or overhead message boards on dailies, as well as locations of the boards. Discuss issues with the Contractor.
- Perform ADA curb ramp inspections and enter information into the collector app for all facilities as construction occurs. Do not wait for all facilities to be constructed before beginning measurements.
- Perform periodic inspections of Storm Water features. Discuss issues with the Contractor.
- A preliminary IC-642, located in SiteManager Reports, should be sent to the Contractor as soon as there is confidence in the final pay quantities. Minor differences can be sorted out later.
- Be aware of the timeframe in which to submit the FCR to the District.
- Be aware of timeframes to correct errors noted by District Review Officer or District Testing.
- Contact Maintenance prior to scheduling the pre-final. They may have issues that need to be addressed.