**Pre-Construction Conference**

**CONTRACT**

**DATE - TIME**

**LOCATION**

| **Item No.** | **Topic** |
| --- | --- |
| **1 - Welcome** |
| **1.1** | **Contract Number – Contract Location*** Project Description – Describe bundled projects here
 |
| **1.2** | **Contract Awarded to: Contractor*** Contract Amount
 |
| **1.3** | **Contract Dates*** Letting Date –
* Road Closure Time (if applicable) –
* Intermediate Completion Date (if applicable) –
* Calendar Completion Date –
 |
| **2 – Introductions/Sign-In Sheet** |
| **2.1** | * Introductions of meeting attendees – Name, Company, Job Title
* Sign in Sheet – Name, Company, Email, Phone
 |
| **3 - Utilities** |
| **3.1** | **General Utility Information*** Describe primary utilities listed in CIB and relocation dates
* Remind everyone that relocation plans should be on the letting website
* Ascertain schedule and needed progress meetings if they haven’t already relocated
* Obtain contact information for chain of command and for emergency situations
 |
| **3.2** | **Utility Locates*** Reminder to contractor to get locates prior to digging or placing construction signs
* INDOT signals – contact Rob Horton for locates
 |
| **4 – Railroad – Coordinator** |
| **4.1** | **Railroad section required if there is a provision in the CIB*** Review all railroad requirements that must be met prior to and during work within their right of way (from CIB)
* Discuss turnaround time for submittals (usually shown in the CIB)
* If railroad representative is present, make sure to address their specific needs/requirements
 |
| **5 – EEO Officer** |
| **5.1** | **General Requirements*** Certified Payrolls required to be submitted electronically thru ITAP
* Subcontractors must be submitted via SiteXchange and approved prior to work
* Equipment lease agreements – submit all lease agreements to Carla Irvin for approval
* Bulletin board & Field Office locations
* DBE Change in Utilization Form Policy
 |
| **5.2** | **Contract Goals*** DBE % - XX
 |
| **5.3** | **Miscellaneous EEO Comments & Questions** |
| **6 - Safety** |
| **6.1** | **PPE/General Safety*** INDOT personnel & consultant inspectors are required to wear appropriate Class III PPE
* All contractor personnel required to meet all OSHA requirements and, per MUTCD, all personnel are required to wear a minimum of a class 2 safety vest while within the work zone.
* All vehicles and equipment must have appropriate warning lights to be on the job
* Equipment and materials will not be placed or parked within the clear zone
 |
| **6.2** | **Accidents/Safety Incidents*** Accidents within the jobsite limits should be documented fully in the SiteManager diary AND contractor work zone traffic supervisor’s daily - recommend taking photographs
* Inform and forward accident investigation to AE and contractor’s safety officer immediately
 |
| **6.3** | **ISP or LEO hours*** Coordination will occur thru INDOT Project Engineer
* If used, PE/PS/CPM to add hours worked in diary
 |
| **6.4** | **Emergency Contacts*** Contractor required to provide at least 2 contacts, available 24/7 for the prime contractor and 1 for the sign and barricade company – place name and number of contacts on bulletin board
* INDOT will place on the wall in the field office and contact Closure/Restriction email
 |
| **6.5** | **Emergency Services*** Closures, restrictions, rerouting of traffic requires communication to all emergency services
 |
| **6.6** | **Safety Concerns/Comments?** |
| **7 – Traffic & Traffic Control** |
| **7.1** | **Signals*** Do timing of any signals need to be adjusted during construction? Phasing changes needed?
* PE/PS/CPM will reach out to District Communications 2 weeks prior to MOT changes
 |
| **7.2** | **Traffic Control Supervisor and Reports*** Contractor to provide Work Zone Traffic Supervisor forms to the PE/PS/CPM for prime, sign sub, and any other person performing lane restrictions
* Weekly sign and barricade reports required **–** deficiencies and repairs noted – within 24 hours
* PE/PS/CPM to perform periodic checks of traffic control devices, including night check
 |
| **7.3** | **Maintenance during Construction*** Work to be maintained until the contract is accepted
* Once construction begins, Contractor to repair areas as needed within project limits
 |
| **7.4** | **Unofficial Detour/Local Haul Routes*** Is there an unofficial detour? If so, what is it? Does it need to be recorded?
* Local haul route requirements? Discuss repairs and responsibilities
 |
| **7.5** | **Access Concerns*** Contractor required to maintain pedestrian, driveway, & mailbox access at all times
 |
| **8 – Public Information/Customer Service** |
| **8.1** | **Public Information Officer*** Jason Tiller, jtiller@indot.in.gov
* PE/PS/CPM required to be notified first of all phase changes, restrictions, closures with as much notice as possible
 |
| **8.2** | **Customer Service*** For customer inquiries – all should be referred to the INDOT phone number 1-855-INDOT-4-U or website: [www.indot4u.com](http://www.indot4u.com)
 |
| **9 – Environmental/Stormwater Management** |
| **9.1** | **Storm Water Quality Control Plan (SWQCP)*** SWQCP required? Erosion Control Level? X Stormwater Budget Amount?
* Contractor Storm Water Quality Manager (SWQM)?
* Is a pre-disturbance meeting required for this contract? Anticipated date?
* Contracts without a Stormwater Budget require a written site plan – refer to CIB for contents
 |
| **9.2** | **Erosion and Sediment Control (ESC) Inspections*** Only required on projects with environmental permits (no permits = no ESC inspections)
* Projects with Rule 5 permits **AND** waterway permit(s): Contractor required to perform ESC inspections within 24 hours of a ½ inch or greater rain and once per week (every 7 days)
* Projects with waterway permits **ONLY**: Contractor required to perform ESC inspections once per week (every 7 days)
* All general deficiencies are required to be corrected within 48 hours, emergency deficiencies are required to be corrected within 24 hours (includes weekends and holidays).
* ESC inspections submitted via ITAP and PE/PS must accept reports
* INDOT Vincennes District Erosion Control Specialist – Rich Montgomery (jmontgomery2@indot.in.gov)
 |
| **9.3** | **Permits*** Army Corps of Engineers 404 – Individual Permit? Yes/No
* Army Corps of Engineers 404 – Regional General? Yes/No
* IDEM 401 Water Quality Certification? Yes/No
* DNR Construction in a Floodway? Yes/No
* Rule 5 Permit? Yes/No
* Other?
 |
| **9.4** | **Commitments** * Review commitments provided
 |
| **10 – Testing/Materials – Testing Engineer** |
| **10.1** | **Contractor Requirements*** Buy America certifications required on all steel materials – must be signed by the Prime
* Asphalt and concrete mix designs submitted and approved prior to use
* Notify INDOT personnel ahead of material deliveries
* Provide material certifications prior to incorporating into work
* Provide material source list to the PE/PS/CPM
* Submit QC plans in accordance with the CIB, specifications, GIFE, ITM 803
* Review USPs for special testing procedures
 |
| **11 – Contractor Submittals** |
| **11.1** | **Schedule*** Planned start date? Work hours?
* Contractor to update schedule when requested per the specifications
 |
| **11.2** | **Coordination with Adjacent Projects*** list
 |
| **11.3** | **Required Submittals not already discussed*** Pile Hammer(s), Cofferdam/Causeway (if applicable)
* Category 1 & 2 temporary traffic device report
* Shop drawings/working drawings as outlined in the CIB and specifications
* List of subcontractor point of contacts for Contractor Performance Evaluations
 |
| **12 – Surveying/Construction Engineering** |
| **12.1** | **Miscellaneous*** Coordinate with County Surveyor prior to setting section corners or applicable monuments
* Stationing and construction limit staking must be in place before work begins
* R/W staking must be done by licensed surveyor
 |
| **13 – Change Orders/Contract Authority** |
| **13.1** | **Chain of Authority*** INDOT PE/PS/CPM – X
* INDOT Section Engineer – X (if applicable)
* INDOT Area Engineer – X
* INDOT District Construction Director – Bart Mueller
* Contractor Site Superintendent?
* Contractor Project Manager?
 |
| **13.2** | **Change Orders/Time Extensions/Claims*** Timely submittals expected from the Contractor and timely review expected from INDOT
* Contractor required to utilize the Change Order Request Form available on the INDOT website
* PE/PS/CPM to notify the AE and PM immediately upon discovery of the need for a change order
* Who signs change orders/time extensions for Contractor?
 |
| **13.3** | **Weekly Reports*** IC 124 – Weekly Report of Controlling Operation will be sent to the Contractor for review and comment
* Contractor has 7 days to review and comment per the specifications
* Weeklies are used for controlling operation and weather conditions for time extension reviews
* Who signs weekly reports for the Contractor?
 |
| **14 – Contractor Payment** |
| **14.1** | **Pay Estimates*** Two estimates per month
* Payment is typically 35 days from the date the estimate is approved in SiteManager
* Who will sign estimates for the Contractor?
 |
| **14.2** | **Payment Holding*** Payment of estimates can be held for EEO violations, ESC violations, traffic control violations, out of date schedules, not providing material certifications in a timely manner, etc
 |
| **14.3** | **Payment Quantities*** When possible, agree to quantities with the Contractor daily
* Contractor to provide all tickets to justify payment
 |
| **15 – Field Office/Progress Meetings** |
| **15.1** | **Field Office*** Has one been located by the Contractor yet?
* Anticipated move in time frame?
 |
| **15.2** | **Progress Meetings*** Will be held at agreed upon interval as work is scheduled
 |
| **16 – Final Closeout** |
| **16.1** | **Final Closeout*** PE/PS/CPM to notify AE & Candi Williams that the project is ready for a Pre-Final Inspection
* Stress early submittal of all material record information to help speed up the FCR process
* The Final Review Officer will send the final IC 642 to the Contractor for review – Contractor then has 30 days for review, questions, signature, and return
 |
| **17 – Contract Documents** |
| **17.1** | **Unique Special Provisions & Pay Items*** List/review
 |
| **17.2** | **Pre-letting Revisions*** list/review
 |
| **17.3** | **Construction Changes*** Per memo 13-12, the Contractor should designate a person whom construction change notification will be sent to – PE to send Contractor/PE/AE information to Scott Teal
* review
 |
| **17.4** | **Questions and Answers*** review
 |
| **18 – Meeting Wrap Up** |
| **18.1** | Question/Comments from any attendees? PE/PS/CPM to distribute minutes to attendees |