

**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](mailto: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](mailto: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 |