

As a part of the Southwest Indiana Transportation Team, a small working sub-committee was formed to evaluate items for implementation regarding improvement of pre-construction conferences and the use of technology in the pre-construction process.

The following items are offered as an individual deliverable and furthermore, best practices for INDOT construction contract management.



PRE-CON AGENDA

An editable, working Pre-Construction Meeting Agenda was created from INDOT's formal pre-con agenda list and converted into a Microsoft word document which is 4.5 pages in length. This agenda is created with the idea that the PE/S can utilize it for a very project specific agenda as well as providing a convenient platform for creating meeting minutes. This file provides a consistent tool for INDOT pre-construction management that can live as a working document leading up to the pre-con.

MICROSOFT TEAMS

In addition to the pre-con agenda, utilization of Microsoft Teams provides extensive opportunities for contract stakeholders to hold remote meetings with interactive video and sharing capabilities for each meeting attendee. In addition, Microsoft Teams can be used to share files within the group that is set up for a particular meeting. This could be used to share files like signature affidavits, SWQCP's, shop drawings and other critical contract documents. One shortfall is the security side of the INDOT IOT firewall. INDOT can not share files with outside entities at this time. Contractors and consultants, however, may share files with the entire group. A consistent file sharing platform is being evaluated at this time. Contractors and consultants may also propose utilization of their own FTP sites as well as products like Dropbox or One Drive.

PREPARATORY MEETING

The PE/S and Contractor's project manager are encouraged to engage informally ahead of the pre-con in a pre-activity meeting to help prepare both sides for a productive pre-construction conference. They may choose to review submittals, mutual expectations at the meeting, planning and general discussion topics specific to the contract. This activity

can yield a more productive pre-construction conference and even shorten the meeting by addressing issues ahead of time that may not be applicable to the entire pre-con crowd. Setting expectations for who needs to be prepared to discuss what information is very productive and assists everyone in gaining as much as possible from the meeting.





CONTRACTOR ENGAGEMENT

INDOT pre-construction conferences are often very heavily geared toward the PE/S or AE speaking about INDOT expectations and administrative requirements. Contractors are heavily encouraged to be more active in the pre-con process and be represented equal meeting moderators speaking about the project in depth regarding phasing, schedules, means and methods, and other noteworthy topics. Ensuring that the contractor is viewed as a mutual stakeholder sets very positive expectations early in the project.

COMMUNICATION OPPORTUNITIES

Utilizing Microsoft Teams as informal field communication could also be a useful tool for sharing videos, chats, submittal review comments, and other items requiring mutual interaction.

VIRTUAL MEETINGS

Holding pre-cons with remote capabilities, even post-covid, makes a lot of sense for a lot of people. It can reduce time, driving, and improve communication particularly with attendees that have limited participation (utilities, EEO, testing, etc.). Utilizing remote capabilities provides a platform for project stakeholders to attend that may not otherwise take the time to participate in person due to location, schedule, or work load.

SUB-COMMITTEE MEMBERS

- Greg Ellis – RQAW
- Andrew Pinkstaff – INDOT
- Jared Peterson – INDOT
- Rob Agee – E&B Paving
- Spencer McDowell – Deig Bros.
- Mark Berry – United Consulting



INDIANA TRANSPORTATION TEAM

SOUTHWEST

