

**Pre-Construction Conference**

**Contract**

**Contract Description**

**Date - Time**

**Location**

| **Item No.** | **Topic** |
| --- | --- |
| **1 - Welcome** | |
| **1.1** | **Contract - Location**   * Project Description – Describe Bundled projects here |
| **1.2** | **Contract Awarded to: Contractor**   * Contract Amount |
| **1.3** | **Contract Dates**   * Letting Date – * Notice to Proceed – * 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 |
| **2.2** | **Contract Introduction**   * INDOT Project Manager – * PM will do general project overview related to things like reason behind the project occurring, any issues that arose during the design phase, property owner concerns, etc. |
| **3 - Utilities** | |
| **3.1** | **General Utility Information**   * Remind everyone that relocation plans should be on the letting website * Ascertain schedule and needed progress meetings if they haven’t already relocated * Request as-built plans for any utility that has relocated * If there are utilities that have not relocated that might cause a problem with the Contractor’s schedule, discuss setting up another meeting ASAP to formulate a contingency plan * Obtain contact information for chain of command and for emergency situations * Utilities are required to follow Buy America Certifications on all Federal Aid contracts, which should be submitted to the utility coordinator (PM should know who this is) |
| **3.2** | **Utility Locates**   * Reminder to contractor to get locates prior to digging or placing construction signs * INDOT signals – contact INDOT District Traffic for locates * INDOT ITS buried facilities – Contractor is required to use the Public Access Buried Facilities App located here:   <https://entapps.indot.in.gov/dig/Users/Account/Login?returnUrl=/dig/> |
| **3.3** | **UTILITIES – describe primary utilities listed in the CIB and relocation dates** |
| **4 - Railroad** | |
| **4.1** | **Railroad section required if there is a provision in the CIB**   * Review all railroad requirements that must be met prior to performing work within their right of way (from CIB)   + Review requirements that must be met during the performance of the work within the railroad right of way (staging of material and equipment, crossings, or right of entry)   + Evidence of Insurance – Contractor must follow routing as shown in the CIB. Do not just send everything to INDOT.   + Note to AE – mention the mailing addresses or email addresses to which the insurance information must be sent * Discuss turnaround time for submittals * 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 * Prime contractor should review all subcontractor documentation before submitting it to INDOT for compliance. If there are wage problems and we need corrections, must supply cancelled checks (back & front) and a payroll that matches the corrections * Lease agreement practices – submit all lease agreements to district EEO prior to execution for approval. If lease agreements are executed without approval from INDOT, we will not pay   + Cannot lease laborers * Subcontractors should communicate thru prime contractor * All contractors (especially DBEs) should provide a minimum of 24 hour notice to INDOT before work occurs * Bulletin board policies   + place wage sheet on the board along with the first sheet of the wage decision for the project next to it   + Place total wage decision stacked on or near the board.   + Place first two pages of any permits on the board.   + Place letter appointing your EEO officer and EEO policies on the board   + Place subcontractor’s EEO officer and EEO policy on their letterhead on the board * DBE Change in Utilization Form Policy |
| **5.2** | **Contract Goals**   * DBE % - * Minority % - * Women % - |
| **5.3** | **Miscellaneous EEO Questions**   * Potential number of subs? * Potential start date? * Contractor EEO officer? * Contractor safety officer? * Contractor SiteXchange contact? |
| **6 - Safety** | |
| **6.1** | **PPE/General Safety**   * INDOT personnel & consultants inspectors are required to wear appropriate PPE (class 3 vest, hardhat, steel toed boots) * 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 * Objects should not be left on shoulder overnight unless they are demarcated by a light or something reflective like a barrel * Equipment and materials shall 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 - noting locations of signs, barricades, message signs, weather conditions, etc – recommend taking photographs * Inform accident investigation to AE, District Safety, and contractor’s safety officer immediately |
| **6.3** | **INDOT Safety Briefing**   * Required to be filled out daily and kept in the file – should include all consultant inspection staff |
| **6.4** | **ISP & LEO Hours**   * Coordination will occur thru INDOT PE/PS/CPM * If used, PE/PS/CPM to add hours worked in diary * X law enforcement hours included in contract * X ISP hours allowed for in contract |
| **6.5** | **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 * Contractor shall place on the bulletin board * INDOT shall place on the wall in the field office * INDOT shall place contact information in CARS and provide to appropriate people * Who will be in charge of the day to day operations for the Contractor? |
| **6.6** | **Emergency Services**   * Closures, restrictions, rerouting of traffic requires communication to all emergency services |
| **6.7** | **Safety concerns/comments?** |
| **7 – Traffic & Traffic Control** | |
| **7.1** | **Signals**   * Do timing of any signals need to be adjusted during construction? Phasing changes needed? * Will construction affect roadway or interchange lighting?   + What can be done with respect to phasing that will eliminate or reduce the possibility of creating an unsafe situation due to lack of lighting? * PE/PS/CPM should contact district traffic prior to construction in order to address their needs. |
| **7.2** | **Traffic Control Supervisor and Reports**   * Contractor to provide Work Zone Traffic Supervisor certifications to the PE/PS/CPM for prime, sign sub, and any other person performing lane restrictions * Weekly sign and barricade reports are required on all contracts   + This report shall include when a temporary traffic control device has been installed, removed, relocated, repaired   + **All traffic control devices shall be inspected daily**   + **Certified Worksite Traffic Supervisor shall complete or review the report before submittal – requires signature of the person who completed the report and shall be initialed by the CWTS**   + **The Traffic Control Device Report shall be submitted weekly**   + PE/PS/CPM will sign and date the report when received, however they are not responsible for the report’s completeness and accuracy   + All repairs to deficiencies must be repaired within 24 hours * PE/PS/CPM to perform periodic checks of traffic control devices, including night check |
| **7.3** | **Maintenance during Construction**   * Work shall be maintained until the contract is accepted * Once construction operations begin, 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, and mailbox access at all times |
| **8 – Public Information/Customer Service** | |
| **8.1** | **Public Relations Director**   * Insert Contact Information – District External Communications/PIO * PE/PS/CPM will reach out to District Communications 2 weeks prior to MOT changes, including all phase changes, restrictions, closures |
| **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**   * Storm Water Quality Control Plan (SWQCP) only required on contracts with the IDEM Construction Stormwater General Permit (CSGP)   + Required to be submitted 14 days prior to disturbing ground * Waterways Stormwater Quality Manager (SWQM) – required for contracts with waterway permits (CIF, 401/404) but does not have CSGP – equivalent to Level 1 SWQM * CSGP SWQM – required for contracts with a Construction Stormwater General Permit (CSGP) – equivalent to Level 2 SWQM * IC 203 borrow/waste site paperwork required for all materials, including millings * Is a pre-disturbance meeting required for this contract? Anticipated date? |
| **9.2** | **Contracts without the Storm Water Management Budget**   * Contractor shall submit a written site plan at least 14 days prior to the start of construction * Plan shall describe: the contract site; locations of all equipment storage areas, fueling locations, construction trailers, batch plants, and concrete truck washout locations; and a material handling and spill prevention plan |
| **9.3** | **Erosion and Sediment Control (ESC) Inspections**   * Only required on projects with environmental permits (no permits = no ESC inspections) * Projects with CSGP **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 BMP deficiencies are required to be corrected within 48 hours, immediate deficiencies are required to be corrected within 24 hours (includes weekends and holidays). *Refer to 205 spec for info on BMP vs. immediate deficiencies.* * ESC inspections shall be submitted via ITAP for contracts with the Construction Stormwater General Permit and PE must accept reports * ESC inspections are still required for contracts with waterway permits, but without the CSGP, however, no formal report is required to be submitted. Contractor is still required for inspecting and implementing stormwater BMPs * INDOT District Erosion Control Specialist – X |
| **9.4** | **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 * Construction Stormwater General Permit? Yes/No * Other? |
| **9.5** | **Commitments**   * Review commitments provided |
| **10 – Testing/Materials** | |
| **10.1** | **Contractor Requirements**   * Build America, Buy America Requirements in special provisions * Build America, Buy America certifications required on all materials outlined in the special provisions – must be signed by the Prime Contractor * Asphalt and concrete mix designs submitted and approved prior to use * Will e-ticketing be utilized by the contractor?   + If so, discuss what & how to get set up   + E-ticketing incentive – see memo 23-08 for eligibility and implementation * 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 * Discuss continuous deck pour feasibility on bridge contracts |
| **10.2** | **INDOT Requirements - Materials**   * Certify that all testing personnel have up to date testing credentials, or obtain appropriate certifications * PE/PS/CPM to provide the testing credentials to District Testing Engineer and AE for all inspection staff prior to the start of construction * Directive 109 will be required to be completed to satisfy material record at the end of the contract |
| **10.3** | **Bridge Beams**   * Contractor to provide to the PE the name of prestressed concrete or steel beam fabricator, plant location, point of contact, estimated month/year fabrication will begin and duration of fabrication * PE to email to [structuralmemberqainspection@indot.in.gov](mailto:structuralmemberqainspection@indot.in.gov) |
| **11 – Contractor Submittals** | |
| **11.1** | **Schedule**   * Work may not start until schedule has been submitted * Planned start date? * Planned work hours? * Block out dates? * Work hour/lane restrictions time frames? * Schedule should take into account turn around time for submittals, and all requirements set forth within the permits * Contractor required to update schedule when required per the specifications and as directed by the PE/PS/CPM |
| **11.2** | **Coordination with Adjacent Projects**   * List Adjacent Projects & Prime Contractors |
| **11.2** | **Required Submittals not already discussed**   * Signature Affidavit * Pile Hammer(s) (if applicable) * 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 contact (Name and email address) |
| **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 Construction Support/Section Engineer - X * INDOT Area Engineer – X * INDOT District Construction Director – X * Contractor superintendent? * Contractor project manager? * Contractor area manager/president? |
| **13.2** | **Partnering & Problem Resolution**   * Partnering video 1 – Why Win-Win Negotiations are Good for Business - <https://www.youtube.com/watch?v=Y4hFpppPsWQ> * Partnering video 2 – How Miscommunication Happens (and how to avoid it) - <https://www.ted.com/talks/katherine_hampsten_how_miscommunication_happens_and_how_to_avoid_it> * If official partnering is on the contract – resolution time frame will be established at that time * If not included, times suggested PE/PS/CPM/Superintendent – 1 day, AE/Contractor PM – 3 days, DCD/Area Manager or President – 5 days |
| **13.3** | **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 * Change order pricing will be reviewed in accordance with standard INDOT procedures * Funding – PE/PS/CPM to keep track of funding balances and request additional funds as necessary utilizing the Cost Change Request Form – must be justified by approved change order * If the Contractor requests a contract adjustment for a changed condition in accordance with 104.02, notification shall be made in writing before work is begun and expenses relating to the request are incurred in accordance with 105.16. * 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? |
| **13.4** | **Weekly Reports**   * IC 124 – Weekly Report of Controlling Operation will be sent to the Contractor * Contractor has 7 days to review and comment per the specifications * Who signs weekly reports for the Contractor? |
| **14 – Contractor Payment** | |
| **14.1** | **Pay Estimates**   * Two estimates per month during ongoing work operations * Who will sign estimates on behalf of 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**   * Required? * 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 * Meeting agenda has been standardized – REQUIRED for all contracts to use   + Refer to memo 23-09 for locations of the form to be used |
| **16 – Final Closeout** | |
| **16.1** | **Final Closeout**   * IC 675 – Agreement to use Plan Quantities as Final Payment – this agreement must occur at the start of the contract and obtain approval from the area engineer at the start of the contract. If this is not completed at the start of the project, the item will not be eligible to be reported utilizing that form upon submittal of the Final Construction Record * Once all contract work is complete, PE/PS/CPM to notify AE 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 * INDOT required to enter key dates and milestones in SiteManager as they occur * All contracts will utilize the electronic FCR & intelligent file cabinet. * This means all contract documents including weight tickets shall be uploaded into ProjectWise. * 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 * List/Review |
| **17.4** | **Contractor Questions and Answers**   * List/Review |
| **18 – Meeting Wrap Up** | |
| **18.1** | Question/Comments from any attendees? |
| **18.2** | PE/PS/CPM to complete meeting minutes within three business days, send to AE for review, then after approval by the AE, disburse to ALL meeting invitees (not just the attendees). Please reply all to the meeting invite and attach the meeting minutes in PDF format. |

\*Red text denotes information to be edited when developing the agenda.

Logo, company name

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