EXAMPLE PRECONSTRUCTION CONFERENCE AGENDA

Instructions: If using this form, customize it to be project specific. Delete areas that do not apply and add items as needed.

Insert today’s date

**To:** Prime Contractor Name

Prime Contractor Address

Address continued

**PRECONSTRUCTION CONFERENCE AGENDA**

**Project Number:** Enter Project #

**PCN Number** Enter PCN #

**Description/Location:** Enter project description and location text.

**County:** Enter County

**Conference Date:** Click here to enter a date.

**Time:** Enter meeting time.

**Prime Contractor:** Enter Prime Contractor name.

(address) Enter address.

Enter address.

**Engineer(s):** Click here to enter text.

(address) Click here to enter text.

 Click here to enter text.

**ITEMS OF DISCUSSION**

1. **Introductions**
	1. Sign-in sheet presented to everyone in attendance (the sign-in sheet should include everyone’s name, contact phone #, cell #, and e-mail address)
2. **Personnel**
	1. Engineering Staff
		1. NDDOT Responsible Charge Click here to enter text.
		2. LPA Responsible Charge Click here to enter text.
		3. Project Engineer Click here to enter text.
		4. Main Inspector Click here to enter text.
		5. Inspectors Click here to enter text.
		6. Tester Click here to enter text.
		7. Surveyor Click here to enter text.
	2. Contractor Staff
		1. Project Manager Click here to enter text.
		2. Project Superintendent Click here to enter text.
		3. Foreman Click here to enter text.
		4. EEO/DBE officer Click here to enter text.
		5. Traffic Control Watchperson Click here to enter text.
		6. Safety Officer Click here to enter text.
		7. Erosion Control Supervisor Click here to enter text.
	3. Collect list of emergency contacts from the contractor.
3. **Project Correspondence**
	1. All project correspondence must contain related project number and PCN.
	2. Discuss the chain of command.
4. **Schedule**
	1. Completion date (pick one and delete the others)
		1. Working Day Contracts. The contract specifies enter number of working days working days. Working days are charged from the starting date specified in the contract, or the date the contractor starts work at the project site, whichever is earlier. Specified starting date is Click here to enter a date.
		2. Calendar Day Contracts. The contract specifies Click here to enter text. calendar days. Time charges will begin at the starting date specified in the contract, or the date the contractor starts work at the project site, whichever is earlier. Specified starting date is Click here to enter a date.
		3. Completion Date Contracts. This contract has a completion date of Click on completion date. with a guarantee of enter number of working days  working days.  If applicable working days will be counted from a known date which for this project is enter the known date.
	2. Collect and review schedule and narrative.
		1. The Contractor will begin work on starting date**.**
		2. Contractor working hours will be enter days and hours to be worked**.**
	3. Review procedure for submittal of schedules
		1. The engineer will accept or reject the schedule in writing.
	4. Discuss sequence of work.
	5. Discuss staking needs.
	6. Work on holidays including Sundays must be approved by the Engineer in accordance with 108.05
5. **Progressive Estimates**
6. Issuing Progressive Estimates – Progressive estimates will be issued at least once per month as the work progresses (109.04 B.)
	* 1. Discuss the Contractor’s ability to request additional progressive estimates during times of high-dollar work; such as asphalt paving & concrete paving.
7. Withholding Progressive Estimates – The Department may withhold progressive estimates if the Contractor fails to comply with any contract requirement (109.04 A.) Examples: Schedules, Payrolls, etc.
8. CARS Certification Report – Distribute the CARS Certification Report for this project
9. Bid items cannot be paid until all requirements are met
10. Automated Progressive Estimate emails – CARS has the ability to email approved progressive estimates to the Contractor and others. The automated emails also have the up-to-date CARS Certification Report attached. Multiple email addresses can be entered.
11. Gather email addresses from all who’d like a copy
12. **Utilities**
	1. The Prime Contractor along with his/her sub-contractors is required to notify the North Dakota One Call System prior to the beginning of construction, so that they can locate and mark all utilities in the project area.
	2. Discuss any utility issues and allow utility companies to leave if they desire
13. **EEO, Labor Standards and DBE Participation Information (**discussion of form 9423) **to be read aloud**
	1. Collect a copy of contractor’s EEO and Affirmative Action Policy?
	2. Review requirements for “EEO and Labor Compliance Job-Site Interviews” and “In-depth Contract Compliance”
	3. This project is Race Conscious, Race Neutral, or State Funded. The Race Conscious goal is Enter RC goal. Delete if RN or State funded. %. Intended DBE participation for this project is Enter intended participation %.
	4. Annual EEO Report (Form FHWA -1391) is generated by Civil Rights Division at the end of July each year using LCPtracker. The form is auto-populated by LCPtracker based on the certified payrolls submitted by the Contractor. The Contractor must manually add anyone working on the project who does not show up on certified payrolls. Refer to LCPtracker Manual for more information.
	5. Posters and Bulletin Board (prime and subs)
		1. What will the locations be for the posters?
		2. All posters need to be up prior to start of construction!
	6. Review trainee requirements and program if applicable.
	7. Does the Contractor have a list of all the DBE firms that will be working on the project, their items of work, and work schedule (daily and weekly)?
	8. Review Truck Driver Owner/Operators and DBE Weekly Trucking Report SFN 60781 – The prime contractor is responsible for monitoring and verifying the status of all truck owner-operators or trucking subcontractors. The DBE’s supervisor must be on the project at all times. DBE trucks along with leased trucks must display the name and identification number of the DBE.
14. **Payrolls**
	1. All contractors must comply with Labor Rates from US Department of Labor which specifies basic hourly rates and applicable fringe benefit payments for specific job classifications
	2. The initial entry for each employee must exhibit their address and unique ID number - proper classification as shown in the Labor Rates must also be shown. (Form WH347).
	3. A statement of compliance with entries as shown on Form WH348 must accompany each payroll.
	4. The subcontractors must submit their payrolls to the Prime Contractor for review/corrections prior to submitting to the Project Engineer. Some indication that they have been reviewed by the Prime Contractor must appear on or with each payroll.
	5. Use LCPtracker for entering and filing of Davis-Bacon certified payrolls. Certified payrolls are required to be submitted weekly by Contractors and Subcontractors.
	6. Certified payrolls in paper form will no longer be accepted.
	7. Notify the Engineer when payrolls have been uploaded and approved in LCP tracker.
15. **Safety and Sanitation Requirement**
	1. Collect Contractor Safety plan
		1. What method does the contractor utilize in conveying information to employees regarding company, State, and Federal safety requirements?
		2. What method does the Contractor use to ensure that his subcontractors comply with these safety requirements?
	2. Review 107.18 HIGH VISIBILITY CLOTHING
16. **Erosion and Water Pollution Control**
	1. Collect and review Storm Water Pollution Prevention Plan and requirements (107.02 C).
		1. Collect and review permit application(s) and coverage letter(s) for the project site.
	2. Discuss erosion control special provisions.
		1. Collect and review permit application(s) and coverage letter(s) for contractor controlled areas (SSP 1)
		2. Collect the name and proof of NDDOT Erosion and Sediment Control Certification of the Prime’s Designated Erosion Control Supervisor (SSP 1)
		3. Collect the supervisor name and proof of NDDOT Erosion and Sediment Control Certification of any subcontractor hired for erosion control (SSP 1)
		4. Provide proof of NDDOT Erosion and Sediment Control Certification for the Project Engineer (SSP 1)
	3. Collect and review water permits.
17. **Claims for Adjustment and Disputes**
	1. Read section of “Notice of Intent to File a Claim” (SFN 16743) was read, and refer to section 104.04. A copy of this form was given to the Contractor. All “Notice of Intents” must be filed through the Prime Contractor.
18. **Subcontractors and Suppliers**
	1. A request for subletting work must be submitted and approved prior to any work by the subcontractor on the project. (SFN 5682)
	2. Contractors must be registered SFN 52243.
	3. Collect list of proposed sub-contractors and suppliers.
19. **Field Laboratory**
	1. The location of this laboratory will be enter proposed lab location as agreed upon by the Contractor and the NDDOT.
20. **Materials**
	1. Collect and review Quality Control Plan.
		1. Collect certifications for all testers.
	2. Distribute a list of items that require certifications, work drawings, and testing requirements.
	3. Review 106.01 C, certification requirements. Certifications and shop drawings must comply with the Standard Specifications and be submitted and approved (when necessary) prior to any installation taking place.
	4. If Fabric (such as reinforcement, structural, riprap) is to be used on the project, it must be on the project 21 days prior to installation so that they can be tested.
	5. Collect list of pit names and legal descriptions for all aggregates that will be used on the project. Discuss need for Certificate of Approval (COA) and SFN 58466.
	6. If pit is state owned or state optioned, discuss notification requirements of 106.02 B.
		1. If Contractor states an intention to use a state owned or state optioned pit, the Engineer must notify the Gravel Prospecting Coordinator at NDDOT Materials & Research.
	7. Review SFN 14486 Pit Release.
	8. Review 107.17, Removed Material.
21. **Specifications**
	1. The governing specifications are shown at the top right of the title sheet of the project plans. Discuss which specifications govern this contract.
22. **Specifications of Emphasis**
	1. Discuss any specifications you’d like to emphasize on this project. List them here prior to meeting.
23. **Special Provisions**
	1. Any special provisions should be reviewed here. List them prior to meeting.
24. **Project Notes**
	1. Discuss any notes here. List talking points prior to meeting.
25. **Project Plans**
	1. Discuss project plans here. List talking points prior to meeting.