

Pre-construction Conference Agenda

- 1) **Welcome to the pre-con for contract _____, located _____**
- 2) **Mention sign-in sheet**
- 3) **Introductions of attendees**
- 4) **EEO Officer**

If the EEO Officer is not present, review material that they have asked to be distributed. If no material was provided, at minimum, review:

- Is prime familiar with SiteXchange? (*Refer them to the District EEO Officer.*)
- Subs must be approved prior to working on the contract.
- Subs should communicate to INDOT thru the prime, unless special arrangements have been made.
- Subs (*especially DBE's*) should provide, at minimum, a 24 hour notice prior to appearing on the contract.
- Payroll submission (*electronic*).
- Bulletin board placement. (*Contact EEO Officer once the bulletin board is up.*)
- Any changes in subcontractors or significant reduction or elimination of a subcontractor's work must be reported to the District office.

5) Railroad (if there is a provision in the CIB):

- Review RR requirements that must be met prior to performing work within their ROW (*from CIB*).
- Review requirements that must be met during the performance of work within RR ROW (*such as staging of material, equipment usage, or crossings*).
- Evidence of Insurance: The Contractor must follow routing shown in the CIB. (*Do not just send everything to INDOT. This will slow approval process.*)
Note to AE: mention the mailing address or email address to which the insurance information must be sent.
- Discuss turnaround time for submittals (*usually shown in CIB*).
- Ensure that appropriate parties have exchanged their contact information with the Railroad representative, if present.
- If RR representative is present, make sure to address their specific needs/requirements.

Dismiss EEO and Railroad and request EEO make copies of sign-in sheet to distribute to the group.

6) Utilities

- Ascertain schedule if they haven't already relocated.
- Remind everyone that relocation plans should be on the website.
- Request as-built plans for any utility that has relocated.
- Inform utilities they will be invited to the progress meetings until they have relocated/adjusted facilities.
- Obtain contact info from them:
 - Obtain contact info of their chain of command.

- Obtain contact info for emergency situations (*such as for off-hours*).
- Buy America Certification (*per Construction Memo 17-04*). Utilities are required to follow this criteria on Federal Aid contracts. Certifications similar to those shown in 916.03 are required.
 - Ask who is responsible from their organization for supplying these certifications.
 - If relocate is already complete, ask if they have already submitted certs to the utility coordinator.
 - If relocate is not yet complete, make sure they know submittals must be made.
 - ✓ Certifications are provided to the Utility Coordinator.
 - ✓ Ascertain name and contact info of the Utility Coordinator for this contract (*PM should know who this is*).

7) Utility locates

- Get locates prior to digging or placing construction signs.

Instruct PE/M/S and Contractor to:

- Contact (*person, email, phone number*) for District or LPA signal/lighting/etc. locates.
- Contact (*person, email, phone number*) for INDOT ITS locates.

Are there any utilities that have not relocated that might cause a problem with the Contractor's schedule? If so, discuss setting up another meeting ASAP to formulate a contingency plan to the original schedule. Attendees should be PE/M/S, AE, the Contractor, Utility Coordinator, Designer, and affected Utility companies.

8) Emergency Contact info

- Contractor: Provide 24 hour contact information of at least 2 individuals and an emergency contact number for the sign and barricade company.
- Who is superintendent or person who will be in charge of day-to-day operations for the Contractor?
- INDOT should provide 24 hour contact info for:
PE/M/S, Area Engineer, District Traffic, District and Subdistrict Maintenance, and LPA representative, if applicable.

9) District Traffic

If Traffic representative is not present, discuss issues that might affect INDOT or LPA facilities. Specifically:

- Does timing of any signals need to be adjusted during construction?
- Will detector loops be milled up at intersections?
- 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?

Make sure that PE/M/S contacts District Traffic prior to the start of construction in order to address their needs.

Dismiss Utilities and Traffic if they are no longer needed.

10) District Testing/Materials

If Materials representative is not present, review information provided by them. If no information was provided, at minimum, review:

- Testing requirements and Basis of Use for unique items in the contract.
- The Contractor should notify PE/M/S in advance of material delivery if OMM must test.
- Material Certs must be provided prior to incorporating material into permanent work.
- Discuss importance of communication to ensure INDOT's presence during critical operations for both inspection and testing purposes.

Dismiss Materials if they are no longer needed.

11) Address comments of parties who might be attending the pre-con for a specific purpose. Dismiss them when their concerns have been addressed. This might be later in the meeting.

12) Common Contractor Submittals

- Emergency Contact Info
- Source of Materials
- Signature Affidavit
(This is also a good time to discuss the chain of command for the Contractor and INDOT. This is especially true on larger contracts where all decision-making personnel might not have attended the pre-construction conference).
- Work Zone Traffic Supervisor
- Borrow/Dump Site Plan (IC-203)
- Pile Hammer
- Materials Source List
- Cofferdam/Causeway
- QC Plans
- SWQCP
- Category 1 and 2 device report
- Submittals requiring special review *(Refer to Construction Memo 13-13).*
- Schedule *(Do not start work until schedule has been submitted)*
 - Has the Notice to Proceed, been issued? If so, what is the date of NTP?
 - When is the Contractor's planned start date?
 - What are the Contractor's planned work hours?
 - Did schedule account for turnaround time for approval of submittals?
 - Schedule needs to take into account permits and restrictions, such as tree clearing and fish spawning.
 - Are there contractual block out dates in which the Contractor cannot work?
 - Are there work hours or lane restriction hours required by this contract?
 - Any conflict with Interstate Highway Congestion Policy?
 - Have sufficient waivers to the policy been obtained?
 - Demolition work on a given parcel must be preceded by a "Notice to Proceed with Demolition Work."
- Warranty Bond (such as for warranted microsurfacing, UBWC)
- Email addresses for Prime and Subcontractor personnel who will receive a PDF copies of the Contractor Performance Evaluations upon completion of the contract.
*(Information regarding Contractor Performance Evaluation (CPE) system, guidelines, instructions, and ITAP enrollment can be found on the INDOT web site:
Doing Business with INDOT>>Contractors/Construction>>Publications, Manuals, Forms & Permits at: <http://www.in.gov/indot/2735.htm>)*

13) Review

- Storm Water Management

If the INDOT District Storm Water Specialist does not attend pre-con, make sure, at minimum, the following are addressed:

Note: If the contract **does not** have the pay item “Storm Water Management Budget” and does not have a Rule 5 permit or waterway permit:

- The Contractor shall submit a written site plan at least 14 days prior to the start of construction. Site plan shall describe:
 - The contract site
 - Locations of all equipment storage areas, fueling locations, construction trailers, batch plants, and concrete truck washout locations
 - A material handling and spill prevention plan.

Note: If the contract **does** have the pay item “Storm Water Management Budget”, a Rule 5 permit, or a waterway permit:

- Who is the Storm Water Quality Manager (SWQM)? *(They are required to attend pre-con)*
- The Contractor shall submit the Storm Water Quality Control Plan (SWQCP) at least 14 days prior to the start of any earth disturbing activities
- Ask for credentials of SWQM and SWQCP Developer before accepting SWQCP
 - Is SWQCP Developer a licensed Engineer and possess the required additional certifications?
 - Does SWQM hold the required Level 1 or Level 2 credentials?
 - PE/M/S must review SWQCP and accept or reject plan based on conformity to ITM 803.
- Insist on a timely submission of inspection reports *(next business day following the inspection)*
 - Within 24 hours after a significant rain event *(1/2” or greater)*
 - Deficiencies must be noted on the report and when they were corrected.
 - Deficiencies must be corrected within 48 hours unless a written alternate plan is submitted by the Contractor and approved by the PE/M/S.
 - The Contractor must use the ITAP Field Assistant Application to complete the report.
 - PE/M/S must accept reports through ITAP Field Assistant Application. *(See Construction Memo 16-04. If Application is down, use paper copies).*
 - Make sure that the Contractor and PE/M/S have contact information for the District’s Erosion Control Specialist.
- Permits
- Buy America Certification
 - Make reference to 106.01(c). Sample Cert in 916.03.
 - Certification required for each product or source of material.
 - ✓ Certifications must be provided prior to incorporating material into the contract.
 - ✓ Blanket cert will no longer be allowed.
- RW must be staked by a licensed Surveyor.
- Stationing must be in place by the time work starts.
- Stake construction limits at outset of work.
- Commitments

- Unique Special Provisions
- Unique pay items
- Revisions prior to letting. Has everyone reviewed them? (*Review if necessary*)
- Per Construction Memo 13-12, the Contractor needs to designate a contact person (*include an email address*) to whom Construction Changes should be emailed. The PE/M/S must also provide their information. This contact info must be emailed to Scott Teal (steal@indot.in.gov).

*Scott Teal, Program Coordinator, Research and Document Library
100 N. Senate Ave., Room N-010, Indianapolis, IN 46204 (317-234-5661)*

Be sure to include the contract number in the subject line of the email to Scott and include a Read Receipt, in the event there is a new Coordinator. Without this info, changes will only be emailed to the DCD and Project Manager. PE/M/S should submit info for both themselves and the Contractor.

- Ask the Contractor if there are questions regarding:
 - Phasing
 - Pay items
 - Constructability
- The County Surveyor must be contacted prior to setting of monuments to provide them the opportunity to either be present during placement or checking thereof once set.
- Form IC-124; Weekly Report of Controlling Operation. This report must be completed and signed by the Contractor. It provides the best and lowest level view if a time extension needs to be considered. (Refer to Construction Memo 06-26)

14) Change Orders/Contract Authority

- Discuss expectations regarding turnaround time for change orders.
- What is line of authority for both INDOT and the Contractor, and decision making timeframe?

15) Contractor Payment

- Two estimates per month is preferred. Agree on dates the estimates will be generated for the Contractor to review.
- Turnaround time for payment is typically 35 days from date estimate is approved. (*Remember, it is only an estimate. Processing an estimate should not be delayed if there is disagreement over a couple of minor items*).
- Payment can be held for:
 - EEO violations
 - ESC violations
 - Traffic control violations
 - Not keeping schedule up to date
 - Not providing materials certifications.

16) Field office

- Has one been established? Where?
- Contract estimates will not be paid until field office is fully functional.
- Progress meetings; Where? Frequency? Be sure to invite EEO (*if necessary*) and utilities that have not completed relocation. At minimum, topics should be:

- Quantity discrepancies. Resolve them prior to next estimate. Organize a follow up meeting to discuss if necessary.
- Outstanding Change Orders and timeline to complete.
- Issues with Material Records and Certifications.
- Schedule/change in schedule/determining if an updated schedule is needed.

17) Traffic Control

- Completion of Weekly Traffic Control Device Report
 - Note when there are deficiencies and when they were repaired.
 - Note locations of all signs, barricades, detour route markers (*use stationing or mile markers*).
- Notify schools, police, fire, hospitals, etc. prior to lane restrictions or road closures.
 - Unofficial Detour:
 - ✓ Get video of condition of the road prior to start of work.
 - ✓ Have PE/M/S get with the Project Manager to obtain MOUs/agreements/etc. and review INDOT's responsibility with respect to the repair of detour.
 - Notify PIO of phase changes, restrictions, closures, etc. as far in advance as possible.
 - Maintain pedestrian access at all times.
 - Maintain mailbox access at all times.
 - Maintain driveway access at all times unless the property owner is notified in advance.
- On INDOT contracts: On occasion our work affects local communities. Make sure these communities are informed in advance of interstate ramp closures, State Road closures or restrictions or other types of work that will affect traffic flow on their roads.

18) Safety

- INDOT: Wear PPO. Don't forget new hardhat policy.
- INDOT: Place emergency phone numbers in easy to access location for all employees.
- All vehicles must have appropriate warning lights to be on job.
- Objects should not be left on shoulders overnight unless they demarcated by a light or something reflective, such as a barrel. This does not include objects, such as equipment, that require relocating due to clear zone requirements.
- Is RSP **xxx-x-xxx** LAW ENFORCEMENT OFFICER FOR WORK ZONE SAFETY part of contract? If so, review requirements.

19) Entertain comments from Designers or LPA reps and issues typically specific to your district.

Notes for PE/M/S

The following information is specific to the PE/M/S and does not need to be discussed with the larger group at the pre-construction conference. However, the information should be discussed with the PE/M/S prior to construction. At minimum, provide this to them at the pre-construction conference.

- Pre-construction minutes: Get into SiteManager within 3 business days and send hard copy to the District. Make sure all attendees receive an email copy.
- Route emergency contact information to proper person in district.
- Enter Key Dates into SiteManager as they occur.
- Contractor payment and quantities:
 - If INDOT did not collect tickets for pay items, get with contractor ASAP to obtain.
 - When possible, agree to quantities with the Contractor daily.
- Change Orders/Funding:
 - Make sure funds are available.
 - Discuss when and how to procure additional funds.
- Send the Contractor a preliminary IC-642 as soon as you are relatively certain of final pay quantities. Minor differences can be sorted out later.

Remember, the sooner pay quantities are agreed to, the sooner the contract can be closed. Have as many final pay quantities agreed to prior to submitting FCR to district.

- Timeframe to submit FCR to district. There is a better chance of meeting metric if pay quantities are agreed to early on.
- Timeframe to fix errors noted by the District Review Officer or District Materials.
- Get with Maintenance prior to scheduling pre-final to see if they have issues that need addressed.
- Accidents that occur within or in the vicinity of job limits must be documented fully in the diary. Locations of signs, barricades, and changeable message signs must be noted. Also note weather conditions.
- Perform your own periodic check of traffic control devices. It is recommended that a night check be performed when a new phase begins. Note deficiencies in diary.
- Make note of information contained on changeable or overhead message boards on dailies, as well as locations of the boards.
- Personnel injuries, incidents, and apparent contractor safety violations must be noted in diary. Diary must be forwarded to DCD and Local or Statewide Safety Division within one day of an incident. Also note if any violation is being corrected.
- Perform your own periodic inspections of ESC devices.
- Make sure HT credentials are up to date with respect to the testing of the materials.
- Instruct PE/M/S to review material testing requirements for materials prior to use.
- If the Indiana State Police (ISP) patrols have been assigned to the contract, discuss the need to enter their hours worked each day in the "Diary" section in the SiteManager. (At the end of each month, the total hours recorded should be e-mailed to Guy Boruff (gboruff@indot.in.gov) to provide a verification of billing records submitted by the ISP. The e-mail should contain the following: Contract number, month, and total hours recorded.)