

DISTRICT 2 CONSTRUCTION QC/QA PLAN QUALITY ASSESSMENT GUIDE

EFFECTIVE DATE: April 17, 1998
Revised as of 12/21/10

PRECONSTRUCTION CONFERENCE & POST CONSTRUCTION TRAINEE EVALUATION MEETING (ADMINISTRATIVE)

Number 2		CRITERIA USED
1.	Is a preconstruction conference scheduled after receipt of the Notice of Award and prior to any work beginning and a Post Preconstruction Conference Trainee Evaluation Meeting (PPCTE) held if there are On-the-Job trainees? Agreement?	CPAM 3.1.4 Spec 8-3.5
2.	Is a utility coordination meeting held, with the contractor and all utility companies, as soon as possible after receipt of a copy of the Notice of Award?	CPAM 3.1.4
3.	Did the Project Administrator request in writing, prior to scheduling a preconstruction conference, that the Contractor submit a list of plan errors, omissions or ambiguities and any other items that need to be discussed at the preconstruction conference?	CPAM 3.1.5
4.	Is the preconstruction conference and the PPCTE sent to all the parties known to have an interest in the project and containing a list of items which the contractor is required to bring to the conference?	CPAM 3.1.5 Spec 8-3.5 DELETED
5.	Does the notice to the Florida Department of Environmental Protection (FDEP) contain the FDEP File Number (permit number) assigned to the FDEP permit if some of the work is covered by a FDEP permit?	CPAM 3.1.5 DELETED
6.	Is the notice of the preconstruction conference sent to each Disadvantaged Business Enterprise subcontractor anticipated to perform work on the Contract?	CPAM 3.1.5 DELETED
7.	Are all the necessary subjects included in the agenda items as specified in CPAM for the preconstruction conference and PPCTE?	CPAM 3.1.6
8.	Are the minutes of the preconstruction and PPCTE conferences prepared in a typewritten form and sent to all attendees within 14 days from the date of the meeting with a request that any errors and omissions in the minutes be returned to the writer within 14 days?	CPAM 3.1.7
9.	Is all preconstruction conference dialogue recorded by tape audio recorder or video and filed adequately as part of the project records?	CPAM 3.1.7

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Preconstruction Conferences

10. Did the Project Administrator conduct the PPCTE? CPAM 3.1.4
11. On Federal Aid projects, at the Pre-Construction Conference did the Contractor provide certifications under oath by an officer or director of the Contractor to bind the Contractor to:
 - a. Listing of on-site clerical staff, supervisory personnel and their pro-rated time assigned to the contract;
 - b. Actual Rate for items listed in Table 4-3.2.1
 - c. Existence of employee benefit plan for Holiday, Sick and Vacation and Retirement Plan
 - d. Payment of Per Diem is a company practice when requestedCPAM GD 3-1A(37)
Spec. 4-3.2.1