

## D-1 Pass The Torch Meeting Agenda – Minor (4P) Projects (No PD&E Study)

Financial Project No(s):

Federal Aid No(s):

Contract No.:

Description

County

Co-Chairmen: Design Project Manager  
Construction Project Manager/Administrator/Consultant CEI (CCEI)

Purpose: Roundtable discussion to transfer all relevant information gathered and used by the Design Team to the Construction Team.

- I. Introduction/Roles
- II. Project Scope of Work
  - a. General Overview
  - b. Commitments
  - c. Notable Design Exceptions or Variations
  - d. Special Construction Activities/Requirements/Coordination (Ex. – Vibration Monitoring, Contamination, T&E Species, Railroad, Cross Slopes, General Notes, Plan Notes, Technical Special Provisions (TSPs), Modified Special Provisions (MSPs), etc.)
  - e. Drainage Design/Considerations
  - f. Access Changes (Median Openings, Driveway Modifications, Removals)
  - g. MOT Considerations (Detours, Pedestrian Detours, Special Detours, Lane Closure Restrictions, etc.)
  - h. Public Involvement Coordination/Comments Overview
  - i. Property Owner Coordination (Ex. – Driveways, License Agreements, Temporary Construction Easements)
  - j. Request for Information (RFI)/Request for Modification (RFM) Procedure/Contacts
  - k. Shop Drawing Requirements/Procedure/Contacts
  - l. Adjacent Project Coordination
  - m. Design Issues/Concerns (Design PM/EOR)
  - n. Construction Issues/Concerns (Construction PM/Administrator/CCEI)
- III. Utilities
  - a. UWS Overview of Work Prior To and During Construction for all UAOs
  - b. Utility Work by Highway Contractor Agreements (UWHCA)
- IV. Permits
- V. Maintenance Agreements (Traffic Signal, Lighting, Landscaping/Irrigation, Trails)