

# PASS THE TORCH MEETING—DISTRICT I

## Agenda

Financial Project No.:  
Federal Project No.:  
Contract No.:  
Section/County:  
Location Description:

Co-Chairmen

Design Project Manager  
Construction Project Manager/Administrator/CCEI

Purpose:

Roundtable discussion for the purpose of transferring all relevant information gathered and used by the Design Team during and throughout the Production Process.

Design Project Scope:

Design Project Manager outlines the criteria used to develop the Construction Plans, to include, but not limited to:

- ❖ P.D.& E. Study
- ❖ Comments from Public Information Meetings
- ❖ Project Commitment Record (PCR)
- ❖ Design Criteria
- ❖ Design Issues
- ❖ Construction Concerns
- ❖ Any Special Construction Activities
- ❖ Special Agreements
- ❖ Insight on Property Owners
- ❖ Post Design Services Communication Preferences
- ❖ RFI's

Right of Way Acquisition:

Provide information and copies of the documentation for discussion on each parcel purchased to complete the construction work to include, but not limited to:

- ❖ Lot/Parcel Owner Name
- ❖ Lot/Parcel Number
- ❖ Construction Commitments
- ❖ Encroachments
- ❖ Improvements
- ❖ ODA Issues
- ❖ Owner Concerns
- ❖ Difficulties
- ❖ Negotiations/Litigation Status
- ❖ Copies of Aerials and R/W Maps

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Right of Way Acquisition—cont'd.

- ❖ Cure Plans/Right of Way Agreements
- ❖ Access issues
- ❖ Plan notes added
- ❖ Utility Issues
- ❖ Demolition Status
- ❖ Environmental/Contamination Issues
- ❖ Fencing and livestock Control

Access Management:

Provide information and copies of the documentation for discussion on each parcel purchased to complete the construction work to include, but not limited to:

- ❖ Ongoing or potential Developments Issues within Project Limits
- ❖ Access issues
- ❖ Communications with local Property Owners & Local Authorities regarding changes to existing Roadway (i.e. Median Closings, Driveway Removals, Access issues, etc.)

Contamination:

General discussion of all project contamination to include, but not limited to:

- ❖ Present Status of contamination removal
- ❖ Effects on construction
- ❖ Special Notes in Construction Plans (i.e., Health and Safety Plan (HASP))
- ❖ Permits
- ❖ Contacts

Utilities:

Provide information (Utility Work Schedules, etc.) and copies of the documentation (Permits, Agreements, Addendums, etc.) for discussion on each of the Utilities with concerns regarding relocation work to be completed prior to and during construction to include, but not limited to:

- ❖ Update on all utility relocations
- ❖ Work to be completed during construction
- ❖ Copies of all permits if applicable

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Utilities—cont'd:

- ❖ Utility by utility discussion of how the Construction will be affected by the utility
  - List each utility
- ❖ Addendums and/or agreements not noted in the contract plans and/or relocation schedule

Joint Project Agreements: Provide information and copies of the documentation for discussion on Joint Participation Agreements (JPA) to be completed during construction to include, but not limited to:

- ❖ Utilities
- ❖ Maintaining Authority

Joint Agreements: Status of or copies of agreements for the following:

- ❖ Traffic Signal Maintaining Authority
- ❖ Roadway Lighting Maintaining Authority
- ❖ Landscaping Maintenance Agreements
- ❖ Irrigation Agreements
- ❖ Irrigation Water Source

Environmental Concerns: General discussion of all project environmental issues to include, but not limited to:

- ❖ Do the Permitted Plans match the Bid Plans?
- ❖ Review Permits and Requirements
  - Permits provided by the Department
  - Permits to be provided by the Contractor
  - Other Permits
- ❖ Construction and Contractor Requirements
- ❖ Threatened and Endangered Species Requirements

Railroad Coordination:

Open Discussion:

Adjourn: