

PRECONSTRUCTION CONFERENCE

District 2 Guidance Document 3-1-A

FINPROJ NO.: _____ DATE: _____
F.A.P. NO.: _____ CONTRACT NO.: _____
COUNTY/SECTION: _____ PRIME CONTRACTOR: _____

AGENDA

ITEMS BELOW ARE MANDATORY FOR ALL CONTRACTS:

- (1) Project Description
- (2) Delineation of Lines of Authority [Names and emergency telephone numbers for the Contractor, Department, Consultant, and others will be entered into the record and an Issues Escalation Matrix will be established. Contacts should also be entered into the Construction Information & Monitoring (CIM) application, including the Project Manager, Project Administrator, and Contract Support Specialist.]
- (3) e-Construction [Discuss all persons requiring access to the collaboration site, use of the collaboration site, digital signature requirements and use (including approved providers and digital signature verification), submittal of forms (including utilizing latest approved form without alteration or modification), and letters]
- (4) Proposed Starting Dates [Record the anticipated start dates for all prime contractors and subcontractors, as well as flextime, lead-in time, and number of shifts or extra hours each contractor (prime and sub) propose to work.]
- (5) Utility Status [Each utility representative to provide an up-to-date report of the status of utility adjustments, relocations, removal, and new installation. In addition, the utility representative shall furnish the names and phone numbers of contact persons who will be available on call. A Contractor/utility meeting schedule shall also be established, if not held at the Preconstruction Conference.]
- (6) Errors and Omissions [Contractor to discuss errors, omissions, and ambiguities in the Contract Documents that are known to exist. Preconstruction Conference

Minutes should document, in detail, the Contractor's knowledge of errors, omissions, and ambiguities.]

- (7) Maintenance of Traffic (MOT) Plans [Review and discuss the MOT Plan. Remind the Contractor that alternative traffic control plans must have written approval before construction activities can begin, per **Specifications 102-4**. Discuss the requirements for an Approved Independent Channelizing Device Supplier (CDS) per **Specifications 102-9.1.1** (Refer to **CPAM 9** for additional information.)]
- (8) Construction Schedule/Work Progress Chart [Discuss schedule requirements and submittals. Establish meeting schedules (weekly-monthly) and locations to discuss job progress and to determine controlling work items for the next review period. Reiterate that schedule updates are required when there are significant changes to the planned order or duration of an activity. Also, updates should be submitted within 7 calendar days after the monthly estimate cut-off date for projects requiring a critical path method schedule (refer to **Specifications 7-11.5.4** and **8-3.2**, as well as the project **Special Provisions**)].
- (9) Hurricane and Emergency Evacuation Plans [Project-specific evacuation plans (i.e., plan to secure the project and responsibilities) should be developed as soon as possible to provide details for phases or major activities that could possibly be affected.]
- (10) Job Specific DRB/Regional DRB
- (11) Railroad Insurance policy requirements. (If applicable)
- (12) Contractor's Affidavit Vehicle Registration [Payment will not be made until the required proof of registration is on file with the Department, per Specifications 7-23.]
- (13) Erosion Control Plan and Stormwater Pollution Prevention Plan
 - a. Prime and subcontractors that are responsible for installation of erosion control devices shall submit Contractor Certification Form 650-040-07 signed with digital signature by signature authority (Company Officer) for each company. Post copy of all forms to project bulletin board.
 - b. Provide training certification for SWPPP inspector.
 - c. SWPPP Inspection Form 650-040-03 is required to be completed weekly and within 24 hours of rainfall events ≥ 0.50 " digitally signed by signature authority (Company Officer).
 - d. If Duly Authorized Representative is required, provide copy of FDEP submittal email and copy of DAR (refer to Section 3b of Contractor Submittals).

- e. Go over in detail, the Districts' Zero Tolerance for discharging sediment and/or turbid water offsite.
- (14) Environmental Permits
- a. FDEP NPDES Notice of Intent (Copy of application & acknowledgement letter)
 - b. Refer to permit conditions and contract documents to satisfy all preconstruction requirements such as, but not limited to, construction commencement notice, erosion control plan approval, water quality monitoring, Eastern Indigo Snake plan notification, etc.
 - c. All permits shall be posted on the project bulletin board.
- (15) Environmental Law
- a. Special requirements for Code of Federal Regulation Title 40 Part 112 (Oil Pollution Prevention): Prime shall account for all regulated bulk oil containers (within the project limits or offsite containers used for the project) for the duration of the project, should the aggregate amount of the Prime and all subcontractors above ground stored oil exceed 1,320 gallons, the Prime will be required to implement a Spill Prevention Control and Countermeasure Plan (SPCC). Bulk oil containers that are included in the aggregate are all containers with a capacity of 55 gallons and greater. Should the above threshold be met, provide construction staff with a copy of the SPCC plan.
 - b. Special Requirements for Florida Statute Section 403.077 (Public Notification of Pollution): Prime and all subcontractors shall be responsible for a reportable pollution release and shall notify the FDEP at <http://dep.state.fl.us/pollutionnotice/> and/or the Division of Emergency Management State Watch Office and construction staff. Reportable pollution release is defined as the release or discharge of a substance from an installation to the air, land, or waters of the state. For all pollution cleanup, follow FDOT Specification 110-9.5.
- (16) Project Commitments [Review and discuss project commitments made prior to construction (Refer to CPAM 8.2.6).]
- (17) Buy America Provisions of **23 CFR 635.410**, as amended. [Discuss **Specifications 6-5.2, Source of Supply – Steel** and the required Contractor certifications and submittals. (Refer to **CPAM 5.7** and **5.8**.)]
- (18) Florida Statute Section 403.077 (Public Notification of Pollution). [It is the Contractor's responsibility to become familiar with **Section 403.077, FS**. (Refer to **CPAM 8.2.9**.)]
- (19) Consultant CEI and Materials Testing [Discuss procedures, relationships, and

responsibilities of CEI and Contractor]

- (20) Contractor Quality Control (QC) Plan [Discuss the following:
- a. Identify key personnel from the Contractor, QC firm and the Department. The Contractor shall name all CTQP qualified technicians that are to work on the project and shall list each of their CTQP qualification categories along with the date that each qualification expires. If a named technician has a qualification that will expire during the project and if requalification training is not available before the qualification expires then the technician is not permitted to perform the duties of that qualification category until requalification is obtained. The PA shall emphasize this concern during the Preconstruction Conference. Lines of Communication
 - b. Discuss test result data entry into the Materials Acceptance and Certification (MAC) System and accessing reports and data from MAC.
 - c. Discuss the Job Guide Schedule (JGS) in MAC (e.g. Standard vs. Non-Standard, initial submittal, monthly updates, and final submittal, monthly JGS review, project specific materials, etc.)
 - d. Discuss pay items requiring materials from the Approved Products List (APL) and submittal of APL Product Information with APL Number prior to installation.
 - e. Monthly/final certification, **Form 700-020-02, Construction Compliance with Specifications and Plans**. Provide the form to the Contractor.]
- (21) Cost Savings Initiative Proposals (CSIP). Discuss potential CSIP and the need for a CSIP Workshop.
- (22) Stockpiled Materials and Partial Payments [Discuss payment of stockpiled materials and **Form 700-010-42, Certification and Request for Payment for Stockpiled Materials**. Discuss partial payments (payment per completed operation) and provide the contractor with the contract specific Percentage Break Down Report from the PayItem Tracking System (PTS).]
- (23) Time Extension and Claims [Discuss submittal procedure for time extensions and claims. Discuss justifications for time extensions (controlling work items affected or conditions beyond Contractor's control) and provide the Contractor with **Form 700-010-56, Contractor's Time Extension Request**. (Refer to **CPAM 7.2** and **7.5**)]
- (24) Contractor's Past Performance Rating (CPPR) [The PA shall provide the Contractor with **Form 700-010-25, Contractor's Past Performance Rating** at the Preconstruction Conference and explain the documentation of the CPPR and

- impact of the Contractor's performance on the ability to bid on future work. (Refer to **CPAM 13.1**)]
- (25) Warranties, Warranty/Maintenance Bond, Guaranteed Specifications.
 - (26) The Contractor shall provide certifications made by an officer or director of the Contractor with authority to bind the Contractor for the following (per **Specifications 4-3.2.1**):
 - a. 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 in **Specifications Section 4-3.2.1**. Existence of employee benefit plan for holiday, sick, vacation benefits, and a retirement plan
 - c. Payment of per diem is a company practice for instances when compensation for per diem is requested
 - (27) Unpaid Bills [Discuss actions to be taken if an unpaid bill letter is received by the Department. (Refer to **CPAM 6.1**)]
 - (28) Maintenance Responsibilities [Discuss and identify all maintenance related activities that will be the responsibility of the construction contractor and those that will remain the responsibility of the designated maintenance office.] Consideration should be given for the following:
 - a. Critical nature of activity and the entity that can provide the most efficient response and repair time based on the type of work (i.e. If existing guardrail is damaged and there is not guardrail work or associated pay items included in the construction contract may result in slower repair time than that of the designated maintenance office.
 - b. Coordination efforts associated with emergency response and 3rd Party damages
 - c. Coordination efforts associated with other non-emergency related activities and corresponding repair schedules to minimize impacts to construction.
 - (29) Sublet Work and Rental Agreements [Discuss the requirements for submitting requests to sublet specialty work, **Form 700-010-36, Certification of Sublet Work**, and **Form 700-010-11, Notice of Rental Agreement**.]
 - (30) DBE, EEO, and OJT [Discuss in detail at the Post-Preconstruction Conference.]
 - (31) Use of Convict Produced Materials and/or Labor:

FDOT Standard Specification 6-5.1 and 23 USC 114, 23 CFR 635.417 specifically prohibit the use of convict produced materials on Federally Funded projects. Material certifications must be reviewed and checked for compliance prior to installation of the product. If the certifications are not provided for review/confirmation ahead of installation, the product must be rejected for use.

Work Release individuals having a convict status defined as “incarcerated” are not allowed to work on Federally Funded projects. Only Work Release individuals who are on Parole, Supervised Release as defined by FHWA, or Probation are permitted to work on Federally Funded projects. Supervised Release as defined by FHWA is equivalent to a parole-type status. These are Work Release individuals not confined to a detention facility at any time during a 24-hour period. Most of the “Work Release” programs utilized by the Florida Department of Corrections do not meet this definition. As such, any type of Work Release program that is being utilized by the Contractor/Subcontractor should be reviewed for eligibility by FDOT and FHWA prior to the utilization of these individuals on any Federally Funded project.

- (32)** If applicable, review Section 108 and discuss project specific requirements for settlement, vibration and groundwater monitoring. Discuss Critical Requirement #4 (Category 21) and the appropriate actions of both the Contractor and CEI when the movement and vibration thresholds are exceeded.

**ITEMS BELOW ARE MANDATORY
WHEN APPLICABLE TO THE SUBJECT CONTRACT:**

- (1) Lane Rental [Discuss the lane rental specification and establish the twenty-four (24) hour clock beginning and ending times to be used per **CPAM 6.2**]
- (2) Business and Community Impact Plan
- (3) Partnering [Schedule the partnering session with approved facilitator].
- (4) Global Navigation Satellite Systems (GNSS) [Discuss GNSS use and submittal of the GNSS Work Plan as required by **Specifications Section 5-7.6**]
- (5) Borrow Pits [Discuss special requirements when the Contractor is required to furnish borrow pits. It is the Contractor's responsibility to request an endangered species biological investigation.]
- (6) Truck Capacities [Request a list of certified truck capacities from the contractor if the Contract has truck measure pay items per **CPAM 5.11.**]
- (7) Mass Concrete [For Mass Concrete elements identified in the Plans, a Mass Concrete Temperature Control Plan shall be submitted for review and acceptance by the Department at least ten working days prior to placement. Notify the Contractor that rejected Plans must be resubmitted after addressing the Department's comments. The revised Plan may require an additional ten working days for review and acceptance by the Department.]
- (8) Signalization and Lighting [Discuss the Contract Documents to ensure compliance with the requests of the maintaining agencies. Also discuss holding a pre-installation meeting with maintaining agency, the contractor/subcontractor, and supplier.]
- (9) Shop Drawings [Explain the submittal procedure to the Contractor. Refer to **CPAM 8.4**]
- (10) Traffic Monitoring Sites (TMS) [Discuss required notification prior to beginning work and required TMS inspection per **Specifications Section 695-2.3.**]
- (11) Schedule Bridge Construction Conference to review Bridge and/or Drilled Shaft Operations. Discuss the following in detail:
 - (a) Level II Concrete Plan
 - (b) Pile Installation Plan
 - (c) Drilled Shaft Installation Plan
 - (d) Auger Cast Pile Installation Plan

- (e) Contractors proposed method of supplying concrete to the structures.
 - (f) Contractors proposed method of placing concrete including the rate of placement.
 - (g) Method of protection of plastic concrete from rain.
 - (h) Type of finish and finishing equipment.
 - (i) Method of curing, curing material, sequence and application of curing material.
 - (j) Review project specific requirements for settlement, vibration and groundwater monitoring.
 - (k) Opening Date [Provide the District Structures Maintenance Engineer with a tentative schedule showing when a bridge is scheduled to be opened to traffic at least 30 days before the scheduled opening date. This will provide the District Structures Maintenance Engineer an opportunity to inspect the bridge before it is scheduled to be opened to traffic. A minimum of 24 hours before the bridge is opened to traffic, notify the District Structures Maintenance Engineer.]
- (12) Lead-based Paint [Contractor needs to submit a written certification that is signed by an officer of the company, stating that the company will comply fully with all applicable Occupational Safety and Health Administration (OSHA) and Code of Federal Regulation (CFR) Worker Protection requirements for the duration of the contract. The QP-2 Certification for the Contractor (prime or sub-contractor) performing any lead-based painting work shall be submitted prior to performing this work.]
- (13) Schedule Pre-paving Conference to review Asphalt Operations [Discuss the importance of constant communication between the Quality Control Manager and the Department's Project Administrator and Verification Technician for quality reporting, placement, and payment. Review Automated Quality Control Roadway Report. Inform the Contractor that prior to any paving operation another meeting will be held. The QC Plan, QA/QC specifications, core frequency and handling of the cores, frequency for covering the milled surface, cross slope correction, and smoothness shall be discussed.

The Contractor will attend this meeting and present the following material:

- (a) The proposed starting date of the paving operations
- (b) Mix Designs to be used.
- (c) The location of the asphalt plant(s) to be used

- (d) The maximum production of the asphalt plant(s) and the expected rate of production
- (e) The average haul distance(s)
- (f) The paver speed for each placement operation in feet per minute
- (g) The number of trucks to be used to ensure the rate of delivery is sufficient to maintain a continuous paving operation
- (h) The width of the mat for each placement operation
- (i) The number and types of rollers for each placement operation
- (j) A sketch of the typical section showing the sequence of the paving for each placement operation
- (k) The type of controls to be used for each placement operation
- (l) The type of milling equipment and street sweeping equipment and when they will demonstrate it
- (m) Lighting plan if work is to be performed at night]

NOTE: No paving operation shall begin before a Pre-paving Conference is held to discuss the above items. **See Pre-paving Conference Agenda**