

## Section 3.1

### PRECONSTRUCTION CONFERENCE

#### 3.1.1 Purpose

This chapter details who should be included and the information to be covered and discussed in the **Preconstruction Conference**, as well as the meeting scheduling, notification, agenda, and minute requirements.

#### 3.1.2 Authority

Sections [20.23\(3\)\(a\)](#) and [334.048\(3\)](#) Florida Statutes (F.S.)

#### 3.1.3 References

Section [337.125](#), F.S.

[Forms and Procedures Website](#)

#### 3.1.4 Scheduling

##### (A) Resident Level Responsibilities

The Project Administrator (PA) shall schedule and conduct a **Preconstruction Conference** after receipt of the **Notice of Award** and prior to any work beginning. The scheduled date of the **Preconstruction Conference** shall be selected to accommodate the interests of all affected parties. Notice of the scheduled date must include a brief description of the project. The project description must be written in terms easily understood by the general public.

A **Utility Coordination Meeting** will also be held with the Contractor and all utility companies. This meeting should be held as soon as possible after receipt of a copy of the **Notice of Award**. The purpose of the meeting is to determine the utilities' progress/status of proposed relocation.

When the contract requirements indicate that there is a need for a **Post-Preconstruction Conference** to discuss **Disadvantaged Business Enterprise (DBE)**, **Equal Employment Opportunity (EEO)** and **On the Job Training (OJT)** requirements, the PA shall notify all affected parties in writing and conduct said meeting prior to construction beginning.

### 3.1.5 Notices

#### (A) Resident Level Responsibilities

Prior to scheduling the **Preconstruction Conference**, the PA will request, in writing, that the Contractor submit a list of plan errors, omissions, or ambiguities and any other issues that need to be discussed at the **Preconstruction Conference** to clarify the **Contract Plans** and **Special Provisions**. If the project requires a **Dispute Review Board**, the PA will request the name of the Contractor's representative, so that the Department's member can meet with that representative and they can jointly name the third member of the board.

The **Preconstruction Conference Notice** shall contain the date, time, and the location of the meeting. The notice shall be sent to the parties known to have an interest in the proposed project including, but not limited to:

- (1) Utility Companies
- (2) City
- (3) County
- (4) Federal Highway Administration
- (5) Coast Guard
- (6) Police, Highway Patrol, Sheriff
- (7) Department of Environmental Protection
- (8) Department District Representatives
- (9) Contractor Representatives
- (10) Subcontractor Representatives, including **DBE** Subcontractor Representatives
- (11) Contractor Supplier Representatives
- (12) Special Interest Representatives
- (13) Engineer of Record
- (14) Department Design Project Manager

- (15) Any agency having permitting authority
- (16) State Toll Facilities Coordinator
- (17) Emergency Medical Personnel
- (18) Local Transit and/or Port Authority
- (19) Florida Jobs and Benefits
- (20) District Public Relations Office
- (22) Dispute Review Board
- (23) U.S. Department of Labor
- (24) Army Corps of Engineers (ACOE)
- (25) Water Management District(s) (WMD)
- (26) District and Local Maintenance Offices (Resident Maintenance Engineer or Operations Engineer, as appropriate, and Asset Maintenance Contractor, if applicable)

The **Preconstruction Notice** addressed to the Contractor shall contain a list of items required to be submitted prior to the **Preconstruction Conference** such as: **EEO** documents, erosion control and storm water pollution prevention plan, maintenance of traffic (MOT) plan, channelizing device supplier (CDS), proposed work schedule, list of equipment including the model number, serial number, and date of manufacture, MOT certificate of qualification for the Worksite Traffic Supervisor, vehicle registration affidavit, and Quality Control Plan. The above listed plans must have written approval before any construction activities begin per specification requirements.

A notice to the Florida Department of Environmental Protection (DEP) shall contain the DEP file number assigned to the permit when work is covered under a DEP permit.

Pursuant to **Section 337.125(2), F.S.**, notice of the **Preconstruction Conference** must be sent to each **DBE** subcontractor anticipated to perform work on the contract.

### 3.1.6 Agenda

#### (A) Resident Level Responsibilities

The PA will prepare an agenda similar to one shown in [Guidance Document 3-1-A](#). The agenda should include the submittal requirements required by the Contract.

### 3.1.7 Minutes

#### (A) Resident Level Responsibilities

The minutes of the **Preconstruction Conference** shall be reduced to typewritten form as soon as practical. The completed minutes shall be sent to all attendees of the **Preconstruction Conference** and any other interested parties within fourteen (14) calendar days from the date of the meeting with a request that any errors and omissions in the minutes be returned to the writer within fourteen (14) calendar days. All preconstruction construction dialogue must be recorded by digital recorder or video. The recording will be retained as part of the project records in the Electronic Document Management System (EDMS).

**NOTE:** Before the start of any project level meeting the following statement must be read: ***“This meeting is being audio/video recorded and will become part of the construction project records.”*** These recordings should be converted to a digital format (MPEG, AVI, FLV, or WMV) and uploaded into EDMS as part of the project files.

## Guidance Document 3-1-A

### Sample Preconstruction Conference 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 and others will be entered into the record and an Issues Escalation Matrix will be established.]
- (3) e-Construction [Discuss all persons requiring access to the collaboration site, use of the collaboration site, digital signature requirements and use, submittal of forms, 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) Errors and Omissions [Contractor to discuss errors, omissions, and ambiguities in the Contract Documents that are known to exist. Preconstruction Minutes should document, in detail, the Contractor's knowledge of errors, omissions, and ambiguities.]
- (6) Maintenance of Traffic (MOT) Plans [Review and discuss the MOT Plan. Remind the Contractor that plans must have written approval before construction activities can begin. (Refer to **CPAM Chapter 9** for additional information.)]
- (7) Construction Schedule/Work Progress Chart [Discuss schedule 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 project **Special Provisions**)].
- (8) 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.]
- (9) Dispute Review Board and Regional Disputes Review Board
- (10) Insurance policy requirements

- (11) Contractor's Affidavit Vehicle Registration [The Contractor's affidavit is due on the first working day of the project.]
- (12) Erosion Control and Storm Water Pollution Prevention Plan [Discuss the plans and remind Contractor that plans must have written approval before construction activities can begin.]
- (13) Environmental Permits [Review and discuss contract permits and National Pollutant Discharge Elimination System (NPDES) requirements]
- (14) Code of Federal Regulation Title 40 Part 112 (40 CFR 112 - Oil Pollution Prevention). [It is the Contractor's responsibility to become familiar with 40 CFR 112. (Refer to CPAM Chapter 8.2.8).]
- (15) 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 Chapter 8.2.9).]
- (16) Consultant CEI and Materials Testing [Discuss procedures, relationships, and responsibilities of CEI and Contractor]
- (17) 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.
  - b. Lines of Communication
  - c. Discuss test result data entry into the **Materials Acceptance and Certification (MAC)** System and accessing reports and data from MAC.
  - 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.]

- (18) Cost Savings Initiative Proposals (CSIP) [Discuss potential CSIP and the need for a CSIP Workshop.]
- (19) 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)**.]
- (20) 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**)]
- (21) Contractor's Past Performance Rating (CPR) [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 CPR and impact of the Contractor's performance on the ability to bid on future work. (Refer to **CPAM 13.1**)]
- (22) Warranties, Warranty/Maintenance Bond, Guaranteed Specifications.
- (23) The Contractor shall provide certifications under oath made by an officer or director of the Contractor with authority to bind the Contractor for the following:
  - 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 **Specification 4-3.2.1**
  - c. Existence of employee benefit plan for holiday, sick, vacation benefits, and a retirement plan
  - d. Payment of per diem is a company practice for instances when compensation for per diem is requested
- (24) Unpaid Bills [Discuss actions to be taken if an unpaid bill letter is received by the Department. (Refer to **CPAM 6.1**)]
- (25) 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**.]
- (26) WAGES (Work and Gain Economic Self Sufficiency) Program

- (27) 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.
- (26) DBE, EEO, and OJT [Discuss the following at the Post-Preconstruction Conference:
- a. Establish lines of communications between the Department and the Contractor's Contract Compliance personnel.
  - b. Proposed starting dates for Contractor and subcontractor
  - c. EEO
  - d. Affirmative Action
  - e. OJT Training Goals
  - f. OJT Banking Opportunities
  - g. Utilization of Banking Credits
  - h. OJT Proficiency Standards/Graduation Requirements
  - i. Recruitment
  - j. Contractor to address any Value Engineering Change Proposal (VECP) or Cost Savings Initiative (CSI) Proposal that may affect OJT achievement.
  - k. DBE
  - l. Payrolls
  - m. Wage Rates



- n. Posters
- o. Field Interviews]

ITEMS BELOW ARE MANDATORY  
WHEN APPLICABLE TO THE SUBJECT CONTRACT:

- (1) 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.]
- (2) 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**]
- (3) Business and Community Impact Plan
- (4) Partnering [Schedule the partnering session with approved facilitator].
- (5) Global Navigation Satellite Systems (GNSS) [Discuss GNSS use and submittal of the GNSS Work Plan as required by **Specification 5-7.6**]
- (6) 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.]
- (7) Truck Capacities [Request a list of certified truck capacities from the contractor if the contract has truck measure pay items per **CPAM 5.11.**]
- (8) 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.]
- (9) 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.]
- (10) Shop Drawings [Explain the submittal procedure to the Contractor. Refer to **CPAM 8.4**]
- (11) Traffic Monitoring Sites (TMS) [Discuss required notification prior to beginning work and required TMS inspection per Specification 695-2.3.]

- (12) Bridge Construction and/or Drilled Shafts [Discuss the following:
- a. Level II Concrete Plan
  - b. Pile Installation Plan
  - c. Drilled Shaft Installation Plan
  - d. Auger Cast Pile Installation Plan
  - e. 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.]
- (13) 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.]
- (14) Asphalt Operations [Discuss the 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.