



PRECONSTRUCTION CONFERENCE

CPAM Section 3.1

Learning Objectives

- Purpose of a Preconstruction Conference
- Scheduling a Preconstruction Conference
- Preconstruction Conference Notices
- Preconstruction Conference Agenda
- Preconstruction Conference Minutes

Purpose of a Preconstruction Conference

To clearly detail the responsibilities and coordinate the activities of all parties involved in order to facilitate a successful project.



Scheduling a Preconstruction Conference

CPAM Section 3.1.4

Scheduling a Preconstruction Conference

The Project Administrator shall schedule and conduct a Preconstruction Conference after receipt of the Notice of Award and prior to any work beginning.

Scheduling a Preconstruction Conference

The scheduled date of the Preconstruction Conference shall be selected to accommodate the interests of all affected parties.

Scheduling a Preconstruction Conference

A Utility Coordination Meeting will be held with the Contractor and all utility companies as soon as possible after the Notice of Award to determine the progress of proposed relocations.

Scheduling a Preconstruction Conference

When the Contract indicates the need for a Post-Preconstruction Conference to discuss DBE, EEO, and OJT requirements, the PA shall notify all parties in writing and conduct this meeting prior to the beginning of construction.



Preconstruction Conference Notices

CPAM Section 3.1.5

Preconstruction Conference Notices

Prior to scheduling the Preconstruction Conference, the Project Administrator will request that the Contractor submit a list of known plan errors or omissions that need to be discussed at the Conference and the Contractor's proposed Dispute Review Board representative if a project specific DRB is required.

Preconstruction Conference Notices

The Preconstruction Conference Notice shall contain a brief project description, the date, time, and location of the meeting, and shall be sent to all parties known to have an interest in the project.

Preconstruction Conference Notices

Parties known to have an interest in the project may include but are not limited to the following:

Contractor Representatives
Subcontractor Representatives
Department Representatives
Engineer of Record
Design Project Manager
City/County Representatives
Federal Highway Administration

Water Management District
Department of Environmental Protection
Railroad Representatives
Police, Highway Patrol, Sheriff
Emergency Medical Personnel
Utility Companies
Local Maintaining Agency

A more comprehensive list of known parties can be found in CPAM Section 3.1.5

Preconstruction Conference Notices

The Notice to the Contractor shall contain a list of submittals required prior to the Preconstruction Conference such as:

EEO Documents

Erosion Control and SWPP Plan

Maintenance of Traffic Plan

Channeling Device Supplier

Proposed Work Schedule

List of Equipment

Worksite Traffic Supervisor Certificate

Vehicle Registration Affidavit

Quality Control Plan

Preconstruction Conference Notices

A Preconstruction Conference Notice to the Florida Department of Environmental Protection shall contain the DEP file number assigned to the permit when work is covered under a DEP permit. Additionally, the Preconstruction Conference Notice must be sent to each DBE subcontractor anticipated to perform work on the Contract pursuant to Florida Statutes.



Preconstruction Conference Agenda

CPAM Section 3.1.6

Preconstruction Conference Agenda

The Project Administrator will prepare the Preconstruction Conference Agenda. The Agenda should be similar to the Sample Agenda provided in CPAM Guidance Document 3-1-A and should include the submittal requirements required by the Contract.

Preconstruction Conference Agenda

Mandatory Agenda Items for all Contracts:

- Project Description
- Delineation of Lines of Authority
- e-Construction
- Proposed Starting Dates
- Errors and Omissions
- Maintenance of Traffic Plans
- Construction Schedule
- Hurricane and Emergency Evacuation Plans

Preconstruction Conference Agenda

Mandatory Agenda Items for all Contracts:

- Dispute Review Board
- Insurance Requirements
- Contractor's Vehicle Affidavit
- Erosion Control and SWPPP
- Environmental Permits
- Project Commitments
- Code of Federal Regulation Title 40 Part 112 (Oil Pollution Prevention)
- Florida Statute Section 403.077 (Public Notification of Pollution)

Preconstruction Conference Agenda

Mandatory Agenda Items for all Contracts:

- Consultant CEI and Materials Testing
- Contractor Quality Control Plan
- Cost Savings Initiative Proposals
- Stockpiled Materials and Partial Payments
- Weather Letters
- Time Extensions and Claims
- Contractor's Past Performance Rating
- Warranties and Guaranteed Specifications

Preconstruction Conference Agenda

Mandatory Agenda Items for all Contracts:

- Contractor Certifications
- Unpaid Bills
- Sublet Work and Rental Agreements
- Maintenance Responsibilities
- DBE, EEO, and OJT

Preconstruction Conference Agenda

CPAM Guidance Document 3-1-A also includes a list of Agenda Items that are mandatory when applicable to the subject Contract.

Preconstruction Conference Agenda

Mandatory Agenda Items when applicable to the Subject Contract:

- Utility Status
- Lane Rental
- Business and Community Impact Plan
- Partnering
- Global Navigation Satellite Systems
- Borrow Pits
- Truck Capacities
- Mass Concrete

Preconstruction Conference Agenda

Mandatory Agenda Items when applicable to the Subject Contract:

- Signalization and Lighting
- Shop Drawings
- Traffic Monitoring Sites
- Bridge Construction/Drilled Shafts
- Lead-Based Paint
- Asphalt Operations



Preconstruction Conference Minutes

CPAM Section 3.1.7

Preconstruction Conference Minutes

The Preconstruction Conference Minutes shall be prepared in typewritten form and sent to all attendees and any other interested parties within 14 calendar days of the meeting. A request should be included that any errors or omissions in the Minutes be returned to the writer within 14 calendar days.

Preconstruction Conference Minutes

The Preconstruction Conference shall be recorded by digital recorder or video and the recording will be retained in the Electronic Document Management System. The following statement must be read prior to the start of the meeting:

“This meeting is being audio/video recorded and will become part of the construction project records.”