

PRECONSTRUCTION CONFERENCE

The background of the slide is a photograph of a construction site at dusk or dawn. The scene is dimly lit, with a warm orange glow from the sky. Several concrete pump trucks with long, articulated booms are visible, positioned around a large, rectangular concrete structure under construction. In the foreground, there are several pickup trucks and other vehicles parked. The overall atmosphere is one of active construction work in a low-light environment.

CPAM 3.1

PRESENTER:

PABLO RODRIGUEZ, P.E.

CONSTRUCTION PROJECT MANAGER

FLORIDA'S TURNPIKE ENTERPRISE / WSP USA

PRECONSTRUCTION CONFERENCE

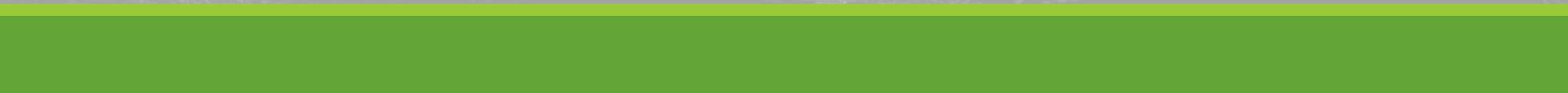
What

Who

When

Agenda Topics

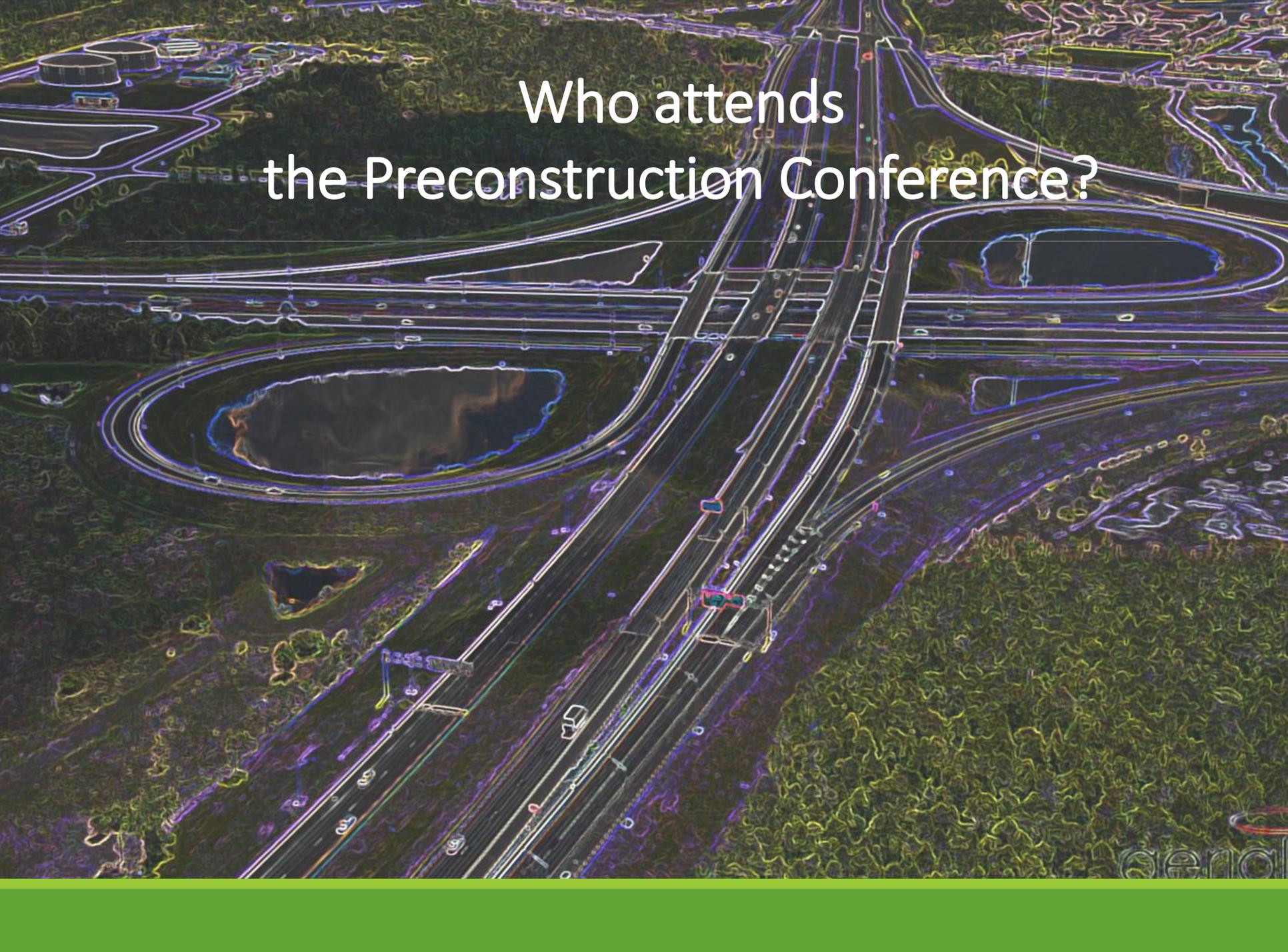
Extra Considerations



What is a Preconstruction Conference?

A meeting held between all the affected parties prior to any construction work on the project.

...often referred to as the 'Pre-con'

An aerial photograph of a complex highway interchange with multiple overpasses and ramps. The image is overlaid with a semi-transparent green bar at the bottom. The text "Who attends the Preconstruction Conference?" is centered in the upper half of the image.

Who attends
the Preconstruction Conference?

Who attends the Preconstruction Conference?

Key Players

- Contractor & Subcontractors
- CEI
- Department representatives
- Construction & Design Project Managers
- Engineer of Record

Other Affected Parties

including, but not limited to

- Utilities
- County
- City
- Materials Office
- Maintenance & Facilities
- Nearby agencies with permitting authority

Who attends the Preconstruction Conference?

CPAM 3.1.5

Contains a list of possible parties having an interest in the project.

Topic No. 700-000-000
Construction Project Administration Manual
Administrative Requirements

Effective: July 1, 2002
Revised: August 26, 2020

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.

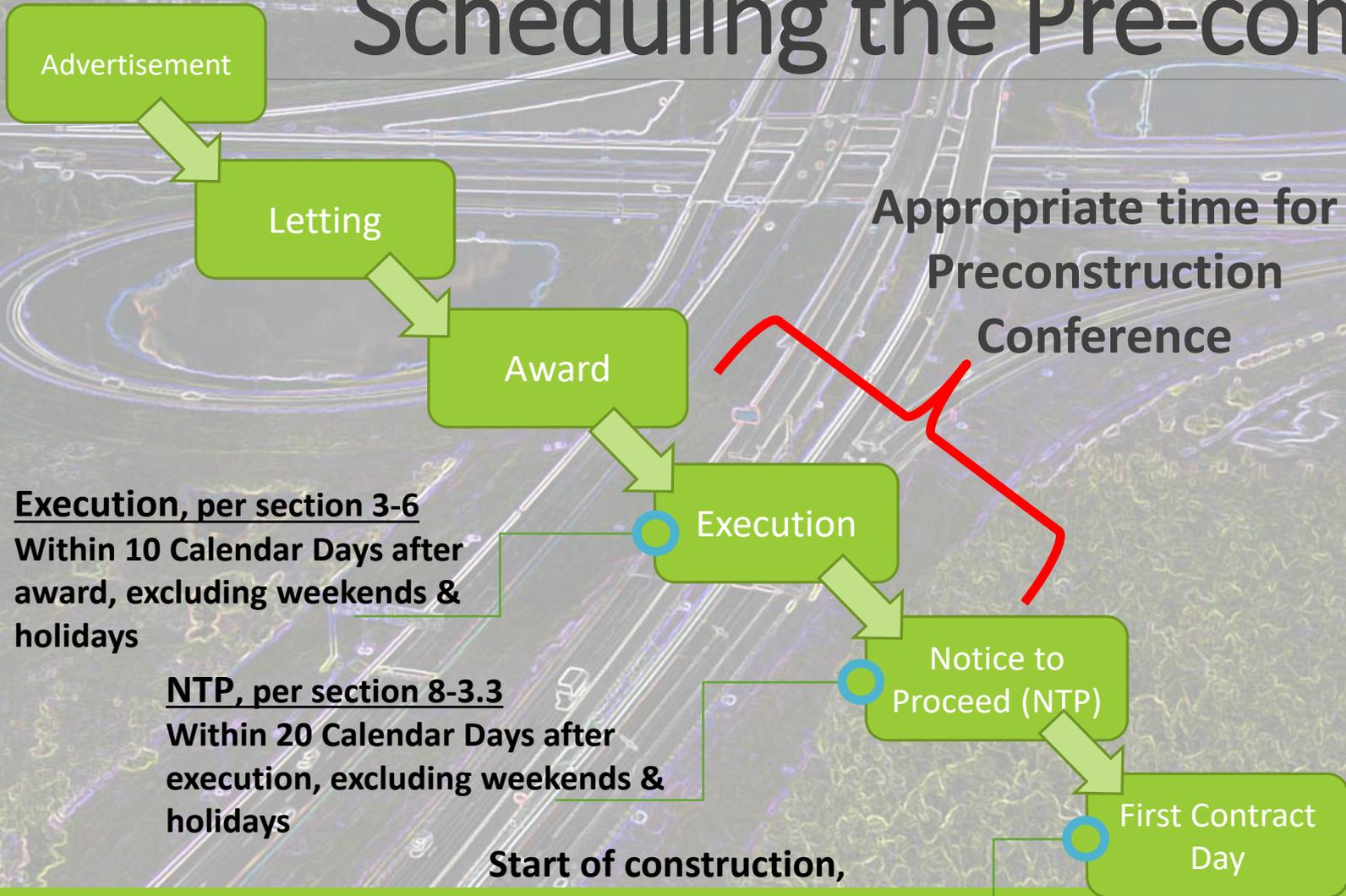
The **Preconstruction Conference Notice** shall contain the date, time, and the location of the meeting. The **Preconstruction Conference Notice** shall be sent to the parties known to have an interest in the proposed project including, but not limited to:

- (1) Utility Companies
- (2) City
- (3) County
- (4) Federal Highway Administration
- (5) Coast Guard
- (6) Police, Highway Patrol, Sheriff

Scheduling the Pre-con

- **Who schedules the meeting?**
Project Administrator (PA).
- **When is the meeting scheduled?**
After notice of award and prior to any work being performed.
- **Provide ~14 days of notice to give interested parties time to prepare.**

Scheduling the Pre-con



Appropriate time for
Preconstruction
Conference

Execution, per section 3-6

Within 10 Calendar Days after
award, excluding weekends &
holidays

NTP, per section 8-3.3

Within 20 Calendar Days after
execution, excluding weekends &
holidays

**Start of construction,
Depends on how much flextime
(if any) is available & used**

Tools for Preconstruction

CPAM - Section 3.1

Topic No. 700-000-000
 Construction Project Administration Manual
 Administrative Requirements

Effective: July 1, 2002
 Revised: August 26, 2020

Section 3.1

PRECONSTRUCTION CONFERENCE

3.1.1 Purpose

This section 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.)

Plans

Contract

STATE OF FLORIDA
 DEPARTMENT OF TRANSPORTATION

CONTRACT PLANS
 FINANCIAL PROJECT ID 435666-1-52-01

MARION COUNTY (36010)
 STATE ROAD NO. 500 (S RINE AVE.)
 FROM S. 10TH AVENUE
 TO S.E. 31ST STREET

INDEX OF ROADWAY PLANS

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100	CONTRACT PLANS

GOVERNING DESIGN STANDARDS:
 Florida Department of Transportation, Florida Design Standards Manual (DSM) and applicable design standards (1000) or the following website:
<http://www.floridadepartmentoftransportation.com/standards>

GOVERNING STANDARD SPECIFICATIONS:
 Florida Department of Transportation, 1000 Standard Specifications for Road and Bridge Construction of the following website:
<http://www.floridadepartmentoftransportation.com/standards>

ROADWAY PLANS
 ENGINEER OF RECORD:
 ROBERT A. BRONKHORST, P.E. NO. 44272
 BRONKHORST & ASSOCIATES, INC.
 1000 UNIVERSITY CIRCLE, SUITE 300
 JACKSONVILLE, FL 32216
 CONTRACT NO. 435666-1-52-01
 VERSION NO. 0000000000
 CERTIFICATE OF AUTHORIZATION NO. 3034

FDOT PROJECT MANAGER:
 DR. W. J. J. J.

CONTRACT NO. FINANCIAL PROJECT ID SHEET
 E3205 01 1

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
BID BLANK
 STATE JOB
 Let by: District 5 - DeLand

V.E. Whithurst & Sons, Inc.
 (Void if used by any bidder other than one this Form issued to)

FINANCIAL PROJECT NO(S): 437330-1-52-01

ROAD(S) NO(S): SR 500/US 27

This project is let under the authority of Chapter 337, F.S.

CONTRACT NO.: E3246
 CONTRACT CALENDAR DAYS: 230
 DATE OF AWARD: 11/06/2018
 TOTAL AMOUNT: \$ 8,123,813.56
 DATE OF CONTRACT EXECUTION: 12/13/2018 | 8:35 AM EST

10.65 % DBE Availability

FDOT
 PROPOSAL

To Accompany
 THE STANDARD SPECIFICATIONS AS AMENDED BY THE SPECIFICATIONS PACKAGE AND ANY SUPPLEMENTAL SPECIFICATIONS PACKAGES, AND THE PLANS.
 FOR ABOVE PROJECT(S)

The improvements under this Contract consist of milling, resurfacing, right turn lane additions, and drainage improvements from Levy County line to north of CR 328

In Marion County(ies)

NOTE: Attach your Proposal/Security to this bid blank. All Bidders must be carried out. Any change made to this bid blank must be initialed by bidder.

PLANS

Establishes project location

CONTRACT PLANS COMPONENTS

ROADWAY PLANS
SIGNING & PAVEMENT MARKING PLANS
SIGNALIZATION PLANS
LIGHTING PLANS

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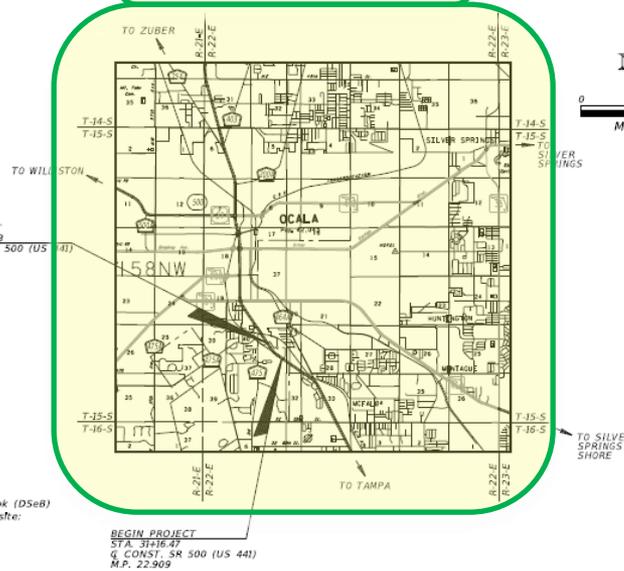
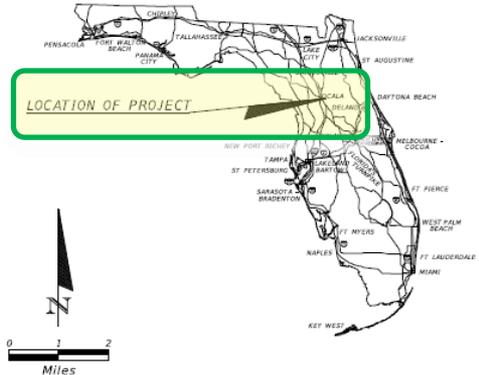
STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

CONTRACT PLANS

FINANCIAL PROJECT ID 435666-1-52-01

MARION COUNTY (36010)

STATE ROAD NO. 500 (S PINE AVE.)
FROM SE 10TH AVENUE
TO SE 31ST STREET



ROADWAY PLANS

ENGINEER OF RECORD:

ROBERT R. VANSICKLE, P.E. NO. 40272
CONNELLY & WICKER, INC.
10060 SKINNER LAKE DRIVE, SUITE 500
JACKSONVILLE, FL 32246
CONTRACT NO. C-9064
VENDOR NO. 592343737001
CERTIFICATE OF AUTHORIZATION NO. 3650

FDOT PROJECT MANAGER:

SU HAO, P.E.

GOVERNING DESIGN STANDARDS:

Florida Department of Transportation, FY2017-18 Design Standards eBook (D5eB)
and applicable Design Standards Revisions (DSRs) at the following website:
<http://www.fdot.gov/roadway/DesignStandards/Standards.shtm>

GOVERNING STANDARD SPECIFICATIONS:

Florida Department of Transportation, JULY 2017 Standard Specifications
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CONSTRUCTION CONTRACT NO.	FISCAL YEAR	SHEET NO.
E5Z05	17	1

PLANS

Establishes FPID(s) & Contract number

CONTRACT PLANS COMPONENTS

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SIGNING & PAVEMENT MARKING PLANS
SIGNALIZATION PLANS
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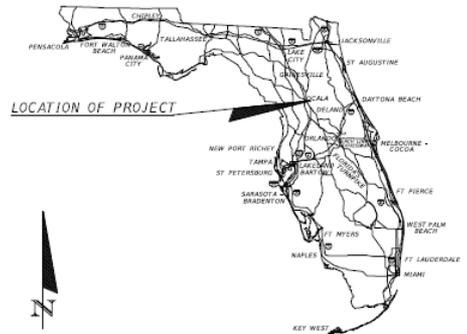
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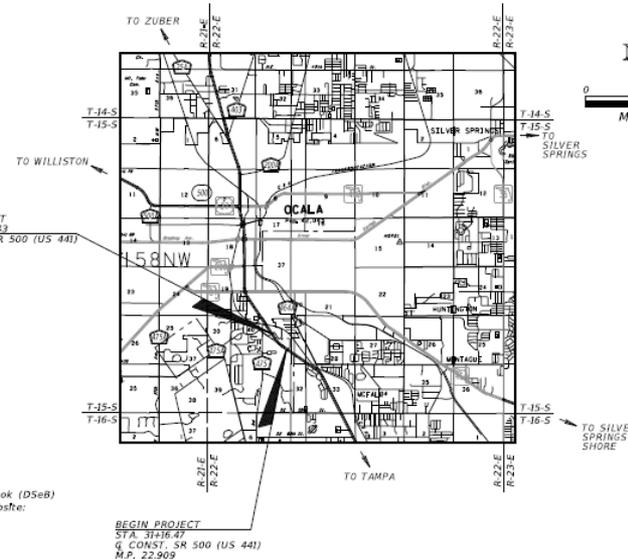
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MARION COUNTY (36010)

STATE ROAD NO. 500 (S PINE AVE.)
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LOCATION OF PROJECT



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CONSTRUCTION CONTRACT NO.	FISCAL YEAR	SHEET NO.
E5205	17	1

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PLANS

Establishes governing documents

CONTRACT PLANS COMPONENTS

- ROADWAY PLANS
- SIGNING & PAVEMENT MARKING PLANS
- SIGNALIZATION PLANS
- LIGHTING PLANS

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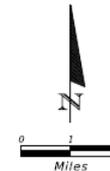
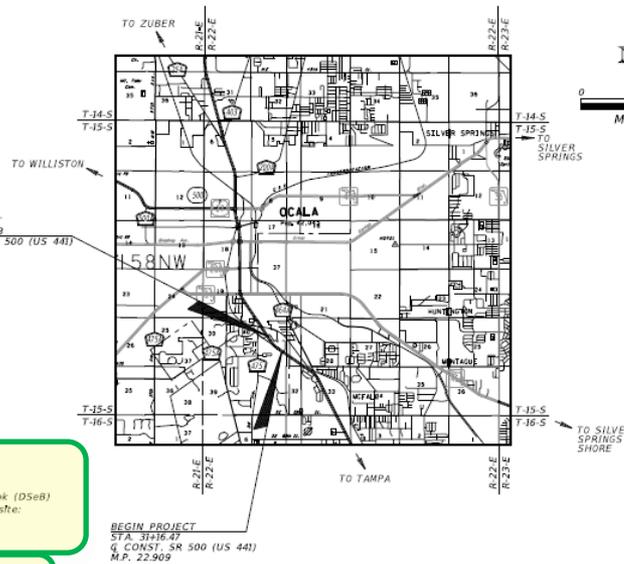
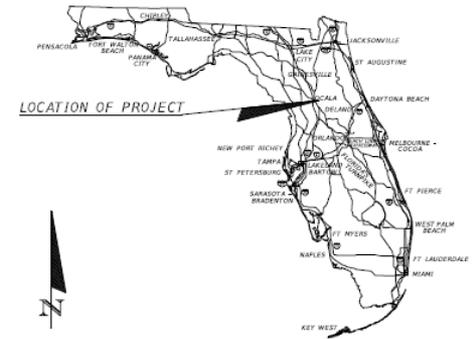
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CONSTRUCTION CONTRACT NO.	FISCAL YEAR	SHEET NO.
E5Z05	17	1

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PLANS

Establishes the Engineer of Record

CONTRACT PLANS COMPONENTS

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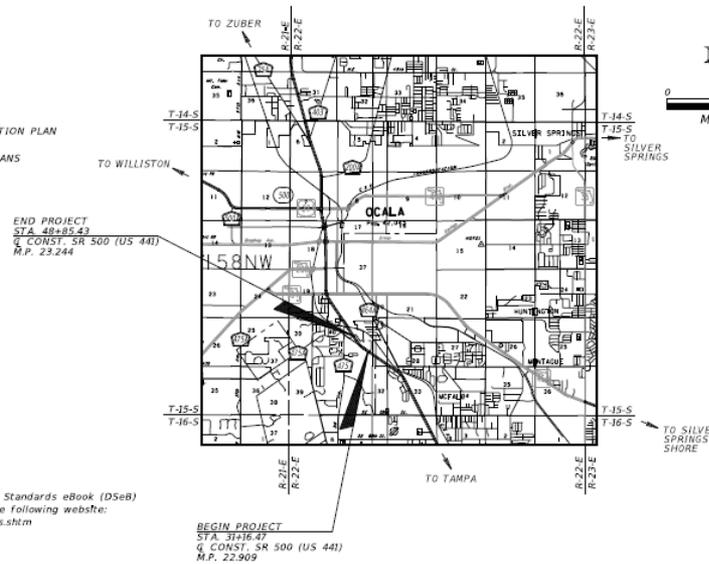
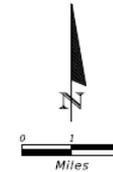
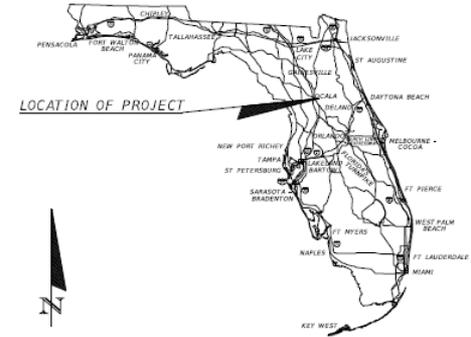
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JACKSONVILLE, FL 32246
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FDOT PROJECT MANAGER:

SU HAO, P.E.

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CONTRACT

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

**BID BLANK
STATE JOB**

375-020-17
CONTRACTS ADMINISTRATION
GGC - 09/13

Let by: District 5 - DeLand

V.E. Whitehurst & Sons, Inc.

(Void if used by any bidder other than one this Form issued to)

FINANCIAL PROJECT NO(S): 437339-1-52-01

ROAD(S) NO(S): SR 500/US 27

This project is let under the authority of Chapter 337, F.S.

CONTRACT NO.: E5Z45

CONTRACT CALENDAR DAYS: 230

DATE BIDS DUE: 11/06/2018

TOTAL AMOUNT:

DATE OF AWARD: 11/28/2018

\$ 6,123,813.56

DATE OF CONTRACT

EXECUTION: 12/13/2018 | 8:25 AM EST

10.65 % DBE Availability



PROPOSAL

To Accompany
THE STANDARD SPECIFICATIONS AS AMENDED BY THE SPECIFICATIONS PACKAGE AND
ANY SUPPLEMENTAL SPECIFICATIONS PACKAGES, AND THE PLANS.

FOR ABOVE PROJECT(S)

the improvements under this Contract consist of milling, resurfacing, right turn lane additions, and drainage improvements from Levy County line to north of CR 326

in Marion

County(ies)

NOTE: Attach your Proposal Guaranty to this bid blank. All Extensions must be carried out. Any changes made in unit bid prices must be initialed by bidder.

FPID(s)

Road number(s)

Contract Number

Project Description

CONTRACT

Contract metrics
Amount / Duration

Key Dates

Letting Date,
or 'Date Bids Due'

Award Date

Execution Date

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

**BID BLANK
STATE JOB**

375-020-17
CONTRACTS ADMINISTRATION
GGC - 09/13

Let by: District 5 - DeLand

V.E. Whitehurst & Sons, Inc.

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Prior to the Pre-construction Conference...



Prior to the Pre-construction Conference...

Letter from PA to Contractor requesting

- **Plan errors, Omissions and/or Ambiguities.**
- **Any other issues to clarify the Plans and Special Provisions.**
- **Dispute Review Board (DRB) representative** (if applicable).

Prior to the Pre-construction Conference...

Preconstruction Conference notice

- **Sent to parties known to have an interest** (refer to CPAM 3.1.5).
- **Addressed to the Contractor.**
- **Outline meeting date, time & location.**
- **List of documents to submit prior to pre-con.**

Prior to the Pre-construction Conference...

Documents the Contractor needs to provide:

- **EEO documents (Equal Employment Opportunity)**
- **Erosion control and storm-water prevention plan**
- **MOT plan**
- **Channelizing device supplier**
- **Schedule**
- **List of Equipment models and dates**
- **Qualifications of MOT supervisor**
- **Vehicle registration**
- **QC Plan**
- **Notice to DEP**
- **List of Subcontractors**

Prior to the Pre-construction Conference...

Preconstruction Conference 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.

Must be sent to each DBE subcontractor anticipated to perform work on the contract

(per Section 337.125(2), F.S.)

Agenda



Agenda

Mandatory agenda items per CPAM 3.1.8

Topic No. 700-000-000
Construction Project Administration Manual
Administrative Requirements

Effective: July 1, 2002
Revised: August 26, 2020

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, 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) 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.]
- (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 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

Agenda

- **Project Description**
- **Delineation of lines of Authority**
- **E-Construction**
- **Proposed Starting Date**
- **Errors & Omissions**
- **MOT**
- **Construction Schedule/Work Progress Chart**

Agenda

- **Hurricane & Emergency Evacuation Plans**
- **Dispute Review Board (DRB)**
- **Insurance policy requirements**
- **Contractor's Affidavit Vehicle Registration**
- **Erosion Control & Storm Water Pollution Prevention Plan**
- **Environmental Permits**

Agenda

- **Project Commitments**
- **CFR title 40 part 112 (Oil pollution Prevention)**
- **Florida Statute 403.077 (Public Notification of Pollution)**
- **Consultant CEI & Materials Testing**
- **Contractor Quality Control Plan**

Agenda

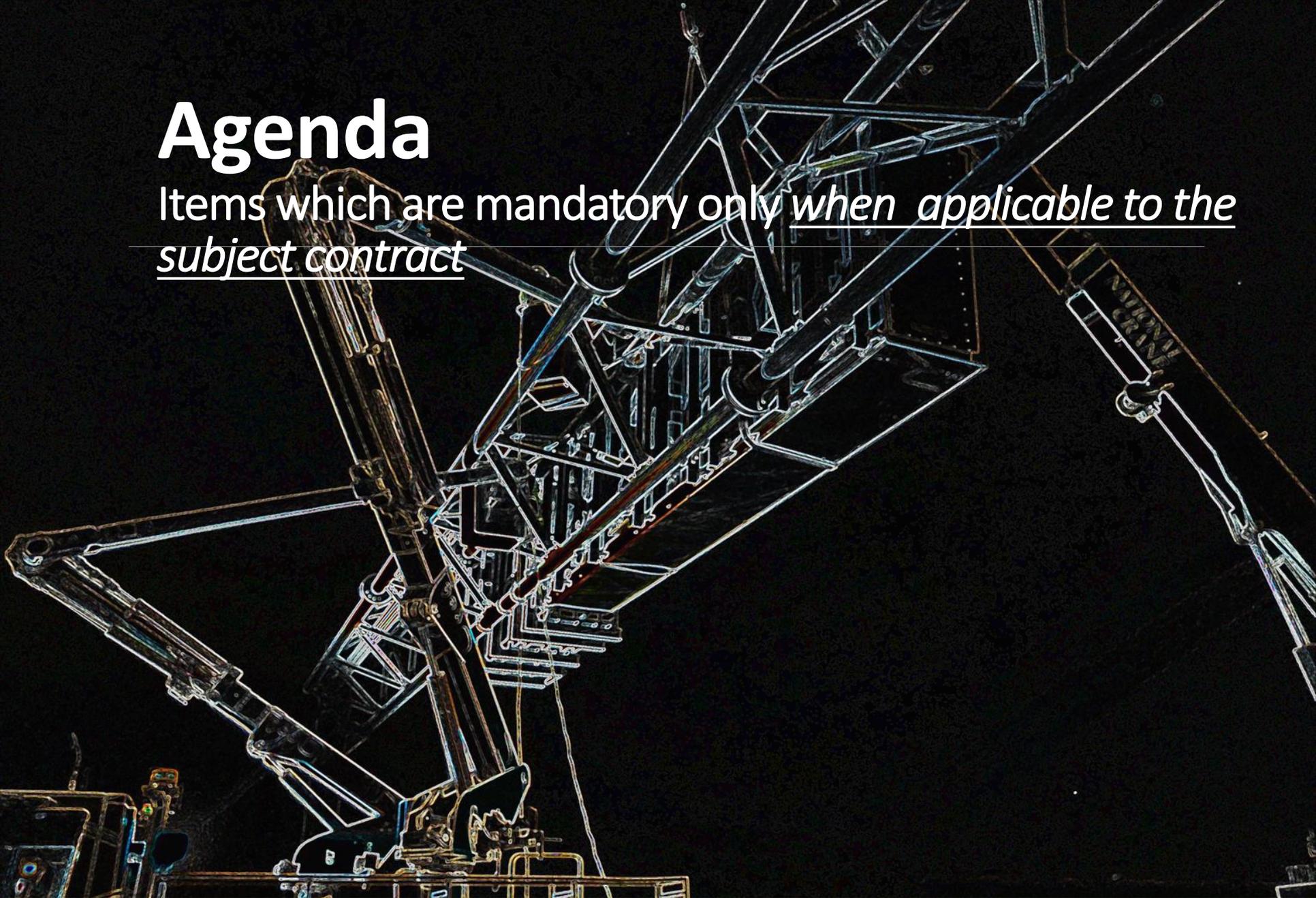
- **Cost Savings Initiative (CSI) Proposals**
- **Stockpiled Materials & Partial Payments**
- **Weather Letters**
- **Time Extension & Claims**
- **Contractor's Past Performance Rating**
- **Warranties, Warranty/Maintenance Bond, Guaranteed Specifications**

Agenda

- **Certifications with authority to bind the Contractor**
- **Unpaid Bills**
- **Sublet Work & Rental Agreements**
- **Maintenance Responsibilities**
- **DBE, EEO, & OJT**

Agenda

Items which are mandatory only when applicable to the subject contract



Agenda

Items which are mandatory only when applicable to the subject contract

- **Utility Status**
- **Lane Rental**
- **Business & Community Impact Plan**
- **Partnering**
- **Global Navigation Satellite Systems**

Agenda

Items which are mandatory only when applicable to the subject contract

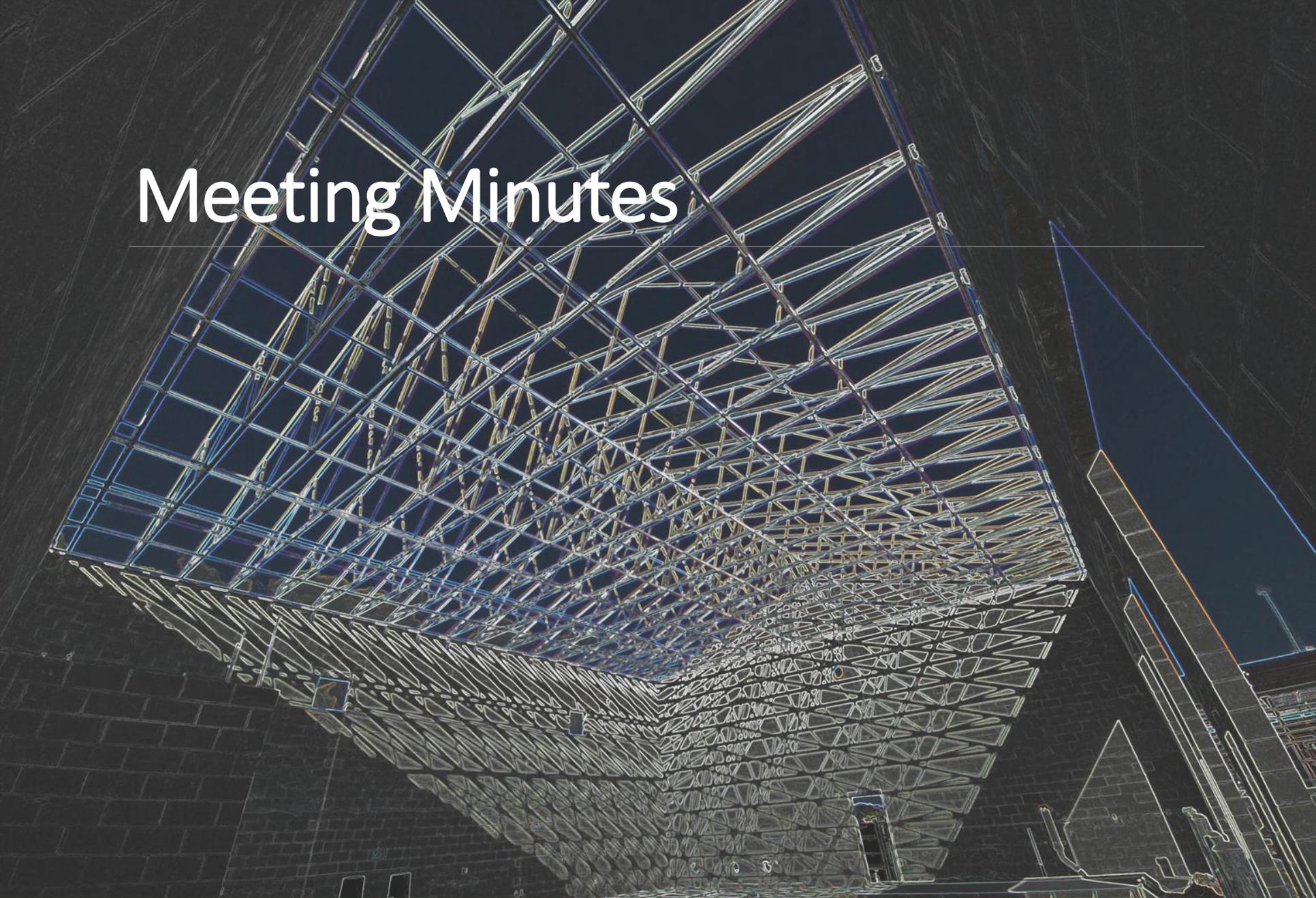
- **Borrow Pits**
- **Truck Capacities**
- **Mass Concrete**
- **Signalization and Lighting**
- **Shop Drawings**

Agenda

Items which are mandatory only when applicable to the subject contract

- **Traffic Monitoring Sites**
- **Bridge Construction and/or Drilled Shafts**
- **Lead-based Paint**
- **Asphalt Operations**
 - **Note: No paving operation shall begin before a Pre-paving Conference is held**

Meeting Minutes



Meeting Minutes

- **Distribute minutes within 14 days of pre-con.**
- **Share with all attendees & invitees.**
- **Request errors & omissions within 14 days.**
- **Recording of meeting is retained as part of the project records.**

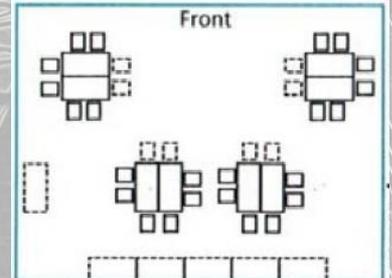
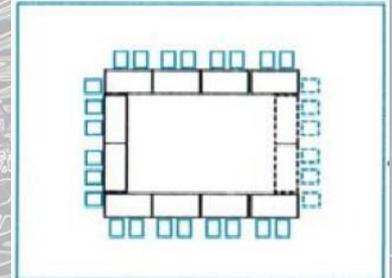
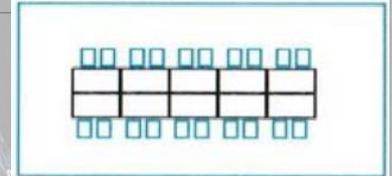
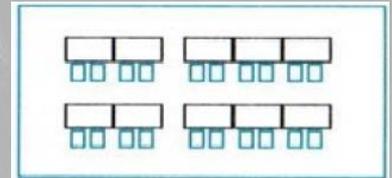
Meeting Minutes

What must be stated in the very beginning of the meeting?

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

Extra Considerations

- Room Layout
- Audio/Visual
- Building Access
- Name Badges
- Virtual vs. In Person
- Set the Project Tone





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