




# PRECONSTRUCTION CONFERENCE

## CPAM Section 3.1

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D6 Constr. Senior Project Manager


# 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.

**Good Practice: 4 – 6 weeks prior to Begin Construction**

# 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

**PRE-CONSTRUCTION CONFERENCE MINUTES**

**SR-25/US-27 From MP 12.626 to South of South Bay MP 25.854**

**July 27<sup>th</sup>, 2021, 10:00AM**

**Conference Room FDOT Palm Beach Operations: 7900 Forest Hill Boulevard**

**Microsoft Teams Meeting Link Provided with Calendar**

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

**Financial Project ID:** 439929-1-52-01\* (Fed), 439930-1-52-01 (Fed), 440108-1-52-01, 440150-1-52-01, 440158-1-52-01  
**F.A.P. Number:** D421017B, D421018B  
**Contract:** T4580  
**County:** Palm Beach  
**State Road:** SR-25  
**Contract Time:** 739 calendar days  
**Contract Amount:** \$18,014,663.21  
**Contractor:** OHL North America

**CONTRACT TIME AND SIGNIFICANT DATES**

Letting Date	05/26/2021
Contract Award Date	06/15/2021
Contract Execution	06/29/2021
Notice to Proceed	07/28/2021 (105 day flex time)
Contract Day No. 1	11/10/2021
Anticipated Contractor’s Start Date	11/10/2021
Contract Duration	739 Days
Last Contract Day	11/19/2023

- Work zone Speeds:
  - Sta. 677+40 to Sta. 1307+00 – 55MPH
  - Sta. 1307+00 to Sta. 1364+00 – 45 MPH
  - Sta. 1364+00 to Sta. 1369+22.84 – 35 MPH
- Contractor to be adhere to standard plans 102-600 series, clear zones:

<i>CLEAR ZONE WIDTHS FOR WORK ZONES</i>		
<i>WORK ZONE SPEED (MPH)</i>	<i>TRAVEL LANES &amp; MULTILANE RAMPS (feet)</i>	<i>AUXILIARY LANES &amp; SINGLE LANE RAMPS (feet)</i>
60-70	30	18
55	24	14
45-50	18	10
30-40	14	10
<i>ALL SPEEDS CURB &amp; GUTTER</i>	<i>4' BEHIND FACE OF CURB</i>	<i>4' BEHIND FACE OF CURB</i>

- Install PCMS 14 days prior to construction.
- Lane closures including taper, buffer and work zone cannot exceed 3 miles.
- Provide sign R4-1 (Do Not Pass) every ½ mile when only one lane is open to through traffic.
- All lane closures must be in accordance with FDOT Standard Plan Index 102 as appropriate with all devices following FDOT Standard Plan Index 102.
  - ***APL number needs to be permanently placed on devices.***
- Submit designated Work Zone Traffic Safety Supervisor name, number, and certification/wallet card.
- Provide access to businesses & residents within project limits.
- Provide access to emergency response vehicles along areas closed to through traffic **all times**.
- Continuous coordination with Sugar Cane Growers is essential during construction.

# 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)

## Project Commitments

- The USFWS Standard Protection Measures for the Eastern Indigo Snake will be implemented during project construction.
- Standard Manatee conditions for in-water work.
- Groundwater and soil contamination identified between Sta. 1180+00 and Sta. 1188+00. See general note #12 plan sheet #47 regarding stockpiling and removal of potentially contaminated materials.
- Per general note #8 plan sheet #47, contractor to coordinate with sugar cane farmers for temporary driveway closures during harvest times.

## Permits

- **SFWMD No. 50-104209-P** – Precon to be scheduled.
- **SFWMD No. 7028 ROW Permit Mod – Manatee grate installation** : Precon held 7/20/21
- **SFWMD No. 7028 – Sign Removal/Replacement** : Precon held 7/20/21
- **SFWMD No. 6774 ROW Permit Mod 6774 – Bridge Widening at Bolles Canal**: Precon held 7/20/21.
- NPDES No. N/A (Notice of Intent to use generic permit for Stormwater Discharge (NOI): Form 650-040-07 to be submitted by contractor. Precon to be scheduled
- USACE No. SAJ-2020-04899-MMT: Precon to be scheduled

# 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

## Utility Work Schedules:

### A. **AT&T Distribution – Garth Bedward (561) 540-9263 ([gb7410@att.com](mailto:gb7410@att.com))**

- Prior to Construction: *Buried Fiber Optic and Buried Telephone relocation. (UWS attached)*
  - *Letter of non-conformance sent 07.20.2021.*
  - *90 day flex-time extension request made by OHL to avoid potential conflicts, approved and implemented via Work Order.*
- During Construction: *1 Marker replace/reset, 14 splice box remove/replace with concrete aprons.*

### B. **AT&T Transmission –Stefan Erickson (407) 578-8000**

- Prior to Construction: None.
- During Construction: Four locations to adjust during phase II. See UWS.

### C. **Crown Castle – Michael R. Rodriguez (786) 701-7401, Steve Sanchez, (862)-262-8263**

- Prior to Construction: Several Handholes and Existing buried fiber optic to be relocated. (UWS Attached)
- During Construction: Several existing handholes to be adjusted in Phase II, and relocation of existing Buried Fiber Optic prior to construction

### D. **Florida City Gas – Elio Bustos (305) 835-3601**

- Prior to Construction: None.
- During Construction: Two Valve Box adjustments and backfill of existing 6” steel gas main during Phase II.

# 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

## Shop Drawings / Electronic Submittals

- All parties who will sign any documents are required to have a digital signature. Information can be found on the Department's website: <http://www.fdot.gov/Construction/DesignBuild/ConsultantCEI/OfficeAutomation.shtm>
  - ***Contractor has obtained proper digital signature and has already signed documents digitally.***
  - ***Informed subcontractors will also have to sign documents digitally.***
- The Contractor needs to verify prior to using any form that they are using the most recent version and that no revision has been given. Please check the FDOT Construction forms website at: <http://www.fdot.gov/construction/forms/FormsMain.shtm>
- **All shop drawings to be submitted via e-mail to Tony Caurso, P.E. (SPE) and Bill Smithson, P.E. (PA), with copies sent to Jennifer Nava, (CSS) to be tracked and distributed to the FDOT Design Project Manager and Engineer of Record. Each submittal should be labeled appropriately with their respective FM numbers.**
- **Submit a shop drawing submittal schedule, within 60 days of the start of the Contract and prior to submission of any shop drawings,** identifying the work for which the shop drawings apply. For each planned submittal, define the type, and approximate number of drawings or other documents that are included and the planned submittal date. Refer to Specification Section 5-1.4.
- Coordinate subsequent submittals with construction schedules to allow enough time for review, approval, and re-submittal as necessary, 25 days minimum.

# Preconstruction Conference Agenda

It's your meeting! Include additional items you think are relevant to the specific contract:

- Discuss any work “to be performed by” others
- Specific scope related items
  - Drainage and Earthwork have optional material
  - Non-standard or complex details
  - TSP or Developmental Spec items of note
- Lessons Learned or District specific topics
  - Pre-Construction Existing Condition Survey
  - Upcoming Mandatory Meetings (pre-activity meetings)



# **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.

**Good Practice: Make sure to proofread your agenda for typos or errors.**

# 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.”**





**QUESTIONS?**