

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

- When should a PA 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.

- (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 SUB 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) RAILROAD REPRESENTATIVES
- (20) FLORIDA JOBS AND BENEFITS
- (21) 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)

IDEAL PRECONSTRUCTION MEETING START TIME (NOT FROM CPAM)

Time		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7 am	:00					
	:30					
8	:00					
	:30					
9	:00					
	:30					
10	:00					
	:30					
11	:00					
	:30					
12 pm	:00					
	:30					
1	:00					
	:30					
2	:00					
	:30					
3	:00					
	:30					
4	:00					
	:30					
5	:00					
	:30					

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

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 NOTICES

THE NOTICE TO THE CONTRACTOR SHALL CONTAIN A LIST OF SUBMITTALS REQUIRED PRIOR TO THE PRECONSTRUCTION CONFERENCE INCLUDING BUT NOT LIMITED TO:

- EEO DOCUMENTS
- LIST OF PERSONNEL REQUIRING ACCESS TO THE COLLABORATION SITE (SS 4-1)
- EROSION CONTROL AND SWPP PLAN (SS 104-5)
- WORKSITE TRAFFIC SUPERVISOR CERTS
- TTC PLAN
- VEHICLE REGISTRATION AFFIDAVIT (SS 7-23)
- CHANNELING DEVICE SUPPLIER (SS 102-9.1.1)
- QUALITY CONTROL PLAN (SS 105-5)
- CONTRACT SCHEDULE (SS 8-3.2)
- BURDEN RATE (SS 4-3.2.1)
- EMERGENCY CONTACTS
- SHOP DRAWING SUBMITTAL SCHEDULE
 - (SS 5-1.4.3 WITHIN 60 DAYS OF CONTRACT START)
- GNSS WORK PLAN (SS 5-7.6)
- LIGHTING PLAN (NIGHT WORK, SS 8-4.1)
- REQUEST ACCESS TO LANE CLOSURE NOTIFICATION SYSTEM (102-3.3)
- OPTIONAL PIPE MATERIAL TO BE USED (SS-430-3.1)

PRECONSTRUCTION CONFERENCE AGENDA

CPAM SECTION 3.1.6

PRECONSTRUCTION CONFERENCE AGENDA

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.”**

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

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.]
 - (a) The Issues Escalation Matrix should generally follow the District hierarchy prior to shifting to Central Office: Project Administrator → Resident Engineer → District Construction Engineer → District Director of Operations → Director, Office of Construction → Chief Engineer
 - (b) Due to the specialized nature of matters related to EEO, OJT and Wage Compliance, alternative escalation steps may be implemented which route such requests to the DCCM and State Construction Compliance Specialist.
 - (c) The Issues Escalation Matrix may be modified as needed to meet the demands of the project. Once established, every effort should be made to address issues at the lowest level and to engage each level in turn as issues escalate.

PRECONSTRUCTION CONFERENCE AGENDA

- (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.]

PRECONSTRUCTION CONFERENCE AGENDA

(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.)]

(a) Americans with Disabilities Act (ADA) Compliance [Review requirements to maintain the same level of accessibility as the existing facility or greater.

Discuss the contractor's plan to ensure ADA compliance throughout all MOT phases. (Refer to **Specifications 102-3**.)]

(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.]

PRECONSTRUCTION CONFERENCE AGENDA

- (9) Dispute Review Board and Regional Disputes Review Board
- (10) Insurance policy requirements [Refer to **Specifications 7-13.**]
- (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) Project Commitments [Review and discuss project commitments made prior to construction (Refer to **CPAM 8.2.6.**)]
- (15) 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 8.2.8.**)]
- (16) Florida Statute Section 403.077 (Public Notification of Pollution). [It is the Contractor's responsibility to become familiar with Section 403.077, F.S. (Refer to **CPAM 8.2.9.**)]

PRECONSTRUCTION CONFERENCE AGENDA

- (17) Consultant CEI and Materials Testing [Discuss procedures, relationships, and responsibilities of CEI and Contractor.]

District Contact for Materials Issues	
Earthwork	
Asphalt	
Concrete	
Materials Certification Manager	

PRECONSTRUCTION CONFERENCE AGENDA

- (18) Contractor Quality Control (QC) Plan [Discuss the following:
- (a) Identify key personnel from the Contractor, QC firm and the Department. The Contractor must name all CTQP qualified technicians that are to work on the project and will 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 must 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 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.)
 - (e) Discuss pay items requiring materials from the Approved Products List (APL) and submittal of APL Product Information with APL Number prior to installation.
 - (f) Monthly/final certification, **Form 700-020-02, Construction Compliance with Specifications and Plans**. Provide the form to the Contractor.]

PRECONSTRUCTION CONFERENCE AGENDA

- (19) Cost Savings Initiative Proposals (CSIP) [Discuss potential CSIP and the need for a CSIP Workshop.]
- (20) 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).]
- (21) Weather Letters [Discuss the preferred issuance of weather letters, either bimonthly (twice per month) or monthly, per **Specifications 8-7.3.2** and **CPAM 7.2**. Monthly issuance could be calendar month or at estimate cut-off period. This should be a conversation and open for negotiation. The District's decision will be final.]
- (22) 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**)]
- (23) Contractor's Past Performance Rating (CPPR) [The PA will 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**)]

PRECONSTRUCTION CONFERENCE AGENDA

- (24) Warranties, Warranty/Maintenance Bond, Guaranteed Specifications.
- (25) The Contractor must 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 **Specifications 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
- (26) Unpaid Bills [Discuss actions to be taken if an unpaid bill letter is received by the Department. (Refer to **CPAM 6.1**)]
- (27) 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.**]

PRECONSTRUCTION CONFERENCE AGENDA

- (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 nav 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 non-emergency related activities and corresponding repair schedules to minimize impacts to construction.

PRECONSTRUCTION CONFERENCE AGENDA

- (29) 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]

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

ITEMS BELOW ARE MANDATORY WHEN APPLICABLE TO THE SUBJECT CONTRACT:

- (1) Utility Status [Each utility representative will provide an up-to-date report of the status of utility adjustments, relocations, removal, and new installation. In addition, the utility representative will furnish the names and phone numbers of contact persons who will be available on call. A Contractor/utility meeting schedule will 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) Six-Month Statewide Pay Item Averages [Design Build Contracts: Ensure the six-month statewide pay item averages are downloaded from the Historical Items Average Cost website before the contract starts and provide report to contractor for use with Change Orders]
- (4) Business and Community Impact Plan
- (5) Partnering [Schedule the partnering session with approved facilitator.]
- (6) Global Navigation Satellite Systems (GNSS) [Discuss GNSS use and submittal of the GNSS Work Plan as required by **Specifications 5-7.6**]
- (7) 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.]

PRECONSTRUCTION CONFERENCE AGENDA

- (8) Truck Capacities [Request a list of certified truck capacities from the contractor if the Contract has truck measure pay items per **CPAM 5.11.**]
- (9) Mass Concrete [For Mass Concrete elements identified in the Plans, a Mass Concrete Temperature Control Plan will 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.]
- (10) Selective Clearing and Grubbing [Discuss extent and type of operation required, restrictions, preservation areas, tree protection, pruning, etc.]
- (11) 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. Discuss the As-Built Documentation Requirements for Traffic Control Signals and Devices per **Specifications 611-2.3.**]

PRECONSTRUCTION CONFERENCE AGENDA

- (12) Shop Drawings [Explain the submittal procedure to the Contractor. Refer to **CPAM 8.4**]
- (13) Traffic Monitoring Sites (TMS) [Discuss required notification prior to beginning work and required TMS inspection per **Specifications 695-2.3.**]
- (14) 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.]]
- (15) 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 must be submitted prior to performing this work.]

PRECONSTRUCTION CONFERENCE AGENDA

(16) Asphalt Operations [Discuss the importance of constant communication between the Quality Control Manager, 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 must 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 will 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 will begin before a Pre-paving Conference is held to discuss the above items.]

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.