

Topic No. 700-000-000: Construction Project Administration Manual
Section 3.1: Preconstruction Conference

Amon Webb, P.E.

Midway Operations Construction Engineer (D3)

Presentation will cover CPAM 3.1 as well as some **useful tips for Preconstruction Conferences**

Preconstruction Meeting Definition and purpose

- Definition**

- A formal meeting held before physical construction work begins to bring together all key stakeholders.

- Goal**

- To clearly communicate project requirements, define roles, and establish procedures to ensure a smooth, on-time, and on-budget project execution.

- Benefits**

- Establishes a clear chain of command and communication. - Clarifies expectations for quality, safety, and timeliness. - Identifies and mitigates potential risks early.

CPAM 3.1.1 Purpose

- Details who should attend.
- Details Information to be covered and discussed
- Covers meeting scheduling, notification, agenda, and minute requirements.

3.1.4 Scheduling

- ◇ The **Project Administrator (PA)** schedules and conducts the conference.
- ◇ **Timing:** After receipt of the **Notice of Award** and **prior to any work beginning**.
 - ◇ Try to schedule the meeting for around a month before the Contractor plans to start work. This allows time to resolve any issues identified at the Pre-Con.
- ◇ The date must accommodate **all affected parties**.
- ◇ Notice must include a **brief, easily understood project description**.

3.1.4 Scheduling

- ◆ Ideal Pre-Con Start Times
- ◆ Identify three options that work with the Contractor's schedule and your team's schedule.
 - ◆ Run those dates and times by the attendees that are required to attend.

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					

3.1.4 Scheduling

◆ Related Meetings

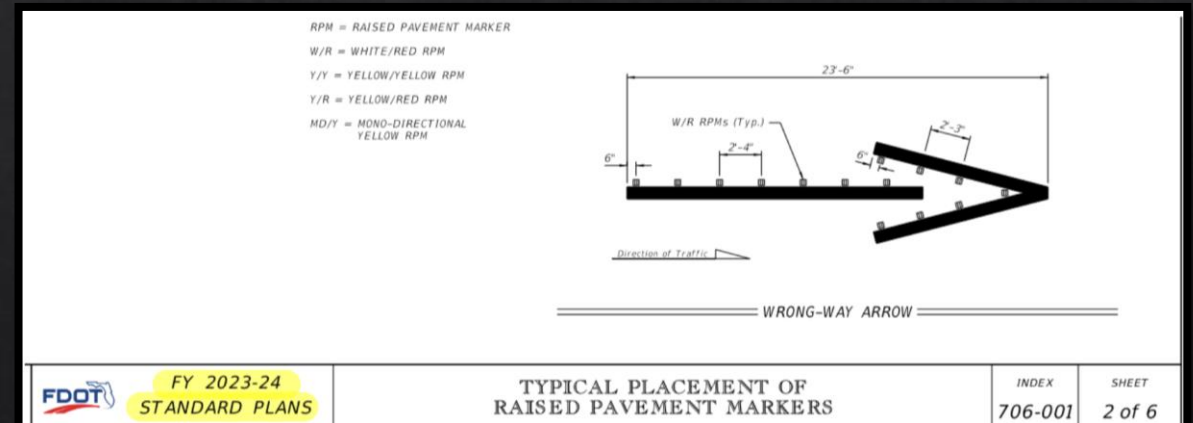
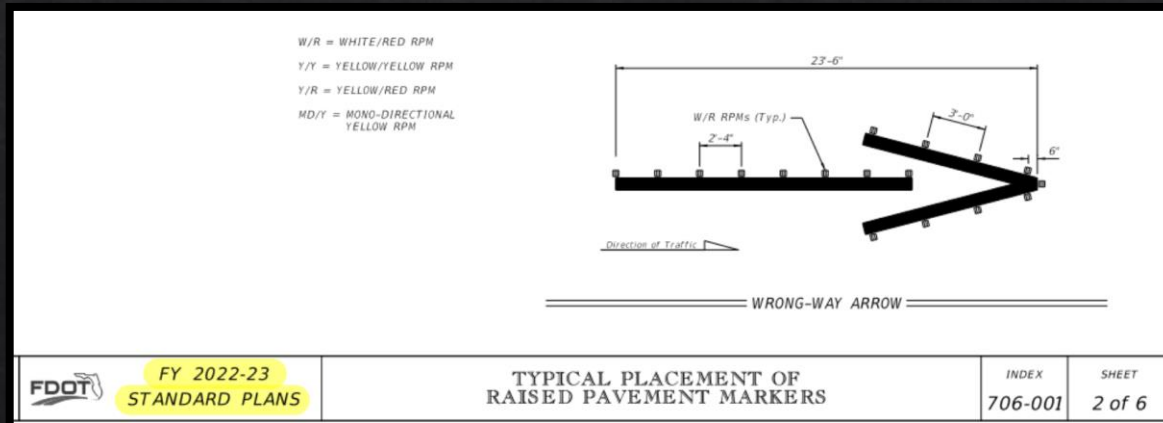
- ◆ **Utility Coordination Meeting:** Held with the Contractor and all utility companies **as soon as possible** after the Notice of Award to determine utility relocation status.
- ◆ **Post-Preconstruction Conference:** Required if contract documents indicate a need to discuss DBE, EEO, and OJT requirements; must be held **prior to construction beginning**.
- ◆ Separate meetings may be required for larger or more complex projects. For most resurfacing Projects, the Utility meeting and Post Pre-Construction Conference can be held during and/or after the Pre-construction Conference.
- ◆ If the Contractor indicates that they plan to start paving within the first few weeks after time starts, consider having the pre-pave meeting right after the pre-construction meeting.

3.1.5 Notices – PA Actions Before Scheduling

- ◆ PA requests, in writing, that the **Contractor submit a list of plan errors, omissions, or ambiguities** and any other clarifying issues for discussion.
- ◆ If a **Dispute Review Board** is required, the PA requests the Contractor's representative's name.
- ◆ The Preconstruction Conference Notice to the Contractor will list required submittals, which must have **written approval before construction begins**:
 - ◆ EEO documents, Erosion Control and Storm Water Pollution Prevention Plan (SWPP Plan), Maintenance of Traffic (MOT) Plan, Proposed Work Schedule, List of Equipment (including model/serial number), MOT Certificate of Qualification for the Worksite Traffic Supervisor, Quality Control Plan

PA Actions Before Scheduling (cont.)

- ◆ Review the Contract Documents! (cont.)
 - ◆ Look for any recent changes to Standard Contract Documents, focus on pay items included on your project. Discuss at the PreCon.
 - ◆ Example of a Change to the Standard Plans



PA Actions Before Scheduling (cont.)

- ◇ Review Utility Work on your project.
 - ◇ Know which Utilities and their associated work can have the most impacts on the project.

Rule 14-46.001 F.A.C Page 3 of 3		FLORIDA DEPARTMENT OF TRANSPORTATION UTILITY WORK SCHEDULE				December 14, 2016		
Financial Project ID: <u>445759-1-52-01</u>								
Utility Company: <u>Duke Energy Distribution</u>								
FDOT Plans Dated: <u>1/2023</u>								
SECTION C: UAO's WORK ACTIVITIES								
Act. No.	Utility Facility (type, size, material, status)	From Station/Offset	To Station/Offset	Utility Work Activity Description	Dependent Activity	TCP Phase	Consecutive Calendar Days Prior to Const. During Const.	
46-57	Power Distribution Pole Line and anchors	Approx. 399+76 35' RT	Approx. 440+11 45' RT	Preparation and relocation of pole line to the north side of SR 30/US 98 (if possible) to avoid conflicts with Articulating Concrete Block Mattress Construction	Engineering, permitting and materials procurement.	TBD	90	30

3.1.5 Notices – Required Attendees

- ◇ The notice must contain the date, time, and location, and be sent to all known interested parties, including but not limited to:
 - ◇ Contractor Representatives (including Subcontractors and DBE Subs)
 - ◇ Engineer of Record and Department Design Project Manager
 - ◇ Department District Representatives
 - ◇ Utility Companies
 - ◇ **City/County** and **Police/Highway Patrol/Sheriff**
 - ◇ **Federal Highway Administration (FHWA)** and **Coast Guard**
 - ◇ **DEP, ACOE, and WMD** (Agencies with permitting authority)
 - ◇ **Dispute Review Board** (if required)
 - ◇ **DBE Subcontractors:** Pursuant to Section 337.125(2), F.S., the notice **must** be sent to each DBE subcontractor anticipated to perform work.
- ◇ A Preconstruction Conference Notice to the Florida Department of Environmental Protection (DEP) must contain the DEP file number assigned to the permit when work is covered under a DEP permit.

3.1.6 Agenda & 3.1.7 Minutes

◆ Agenda 3.1.6

- ◆ The PA prepares an Agenda, typically similar to **Guidance Document 3-1-A**.
- ◆ The Agenda must include all **Contract submittal requirements**.

◆ Minutes 3.1.7

- ◆ Minutes must be **transcribed to typewritten form as soon as practical**.
- ◆ Sent to all attendees and interested parties within **14 calendar days** of the meeting, requesting return of any errors/omissions within 14 calendar days.
- ◆ All dialogue must be **audio/video recorded** and retained in the **Electronic Document Management System (EDMS)**. **Use a backup recording device just in case.**
- ◆ **Mandatory Opening Statement:** "This meeting is being audio/video recorded and will become part of the construction project records."

Recent Revisions to 3.1

- ◆ Before preparing for a Pre-Con make sure to review the updated version CPAM.
 - ◆ Examples of recent revisions to Section 3.1 are shown below:
- ◆ Revision Date 04/07/2025
 - ◆ Mandatory item Number 21, Stockpiled Materials language and references changed.
- ◆ Revision Date 11/19/2024
 - ◆ Added two examples of interested parties that the Preconstruction Notice must be sent to.
 - ◆ Added and updated mandatory and mandatory when applicable items in guidance document 3-1-A

Tips for During The meeting

◆ Introductions

- ◆ Go around the room and have those that are attending in person introduce themselves by their name, company/agency, and role.
- ◆ For those that are attending remotely break up the introductions by company/agency.
 - ◆ For example, ask if there is anyone online representing the prime Contractor, then Department, then utility agencies, and finally ask if there is anyone online that is representing a Company or agency that you did not identify.

◆ Discuss Utilities early in the Pre-Con

- ◆ Discuss after introductions, Project Description, Delineation of authority, and proposed start date.
- ◆ Dismiss utilities after utility discussion is complete.

Tips for During The meeting (cont.)

- ◆ Use Time Wisely

- ◆ Prioritize discussions that require input from multiple parties.
- ◆ Spend less time on non-project specific items.
 - ◆ For example, the image below shows one of the items required to be on the agenda. You must notify the Contractor of this regulation and let them know that it is their responsibility to be familiar with it.

(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**).]

- ◆ Keep track of time remaining

- ◆ Make sure to keep the meeting moving at a pace which allows for plenty of time for open discussion at the end.

Tips for During The meeting (cont.)

- ◆ Clearly identify action items
 - ◆ As the meeting progresses, keep a list of action items to include on the meeting minutes.
 - ◆ Make sure to include details, who is responsible, and the estimate completion date

Questions and Open Discussion

- ◆ Collectively, the audience at Construction Academy has more experience with Preconstruction Meetings than any one individual. Please feel free to discuss at this time. Some suggested items are shown below:
 - ◆ What are some useful tips or things that you use or see being used in your area?
 - ◆ Any suggestions for items that should be added to the Standard Pre-Con Agenda?
 - ◆ Any successes or challenges relating to Pre-Construction meetings to share?
 - ◆ Anything at all relating to pre-construction meetings that you would like to discuss?
 - ◆ Any questions?