

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

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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

- ◇ **Timing:** After receipt of the **Notice of Award** and **prior to any work beginning**.
 - ◇ Approximately a month before the Contractor plans to start work is a good time to schedule the Pre-Con. This allows time to resolve issues identified at the Pre-Con. Call the Contractor to get the estimated start date.
- ◇ The **Project Administrator (PA)** schedules the preconstruction by sending out a notice.
 - ◇ **Two Weeks** before the Preconstruction meeting is a good time to send out the notice. Earlier can be beneficial but is not always feasible. Later may not give some stakeholders enough notice.
- ◇ The date of the Preconstruction meeting must accommodate **all affected parties**.

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.

3.1.5 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

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					
8					
9		[Green Block]			
10					
11					
12 pm					
1	[Green Block]				
2					
3					
4					
5					

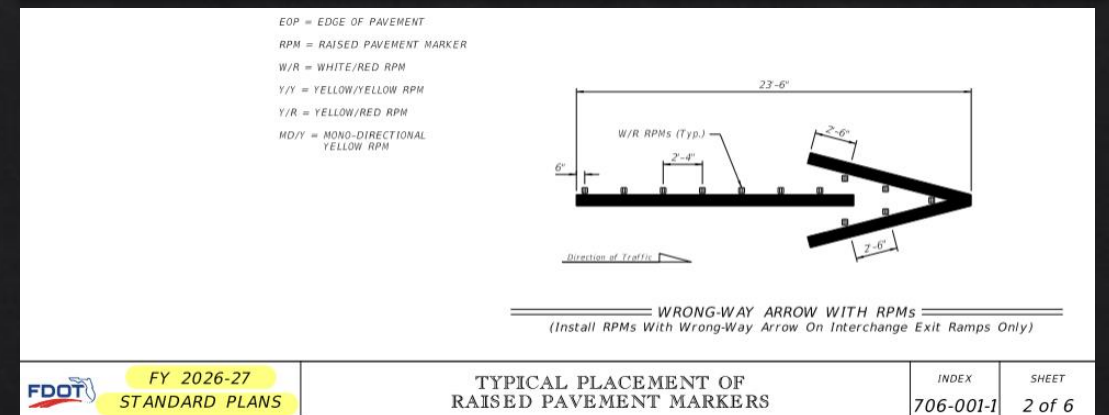
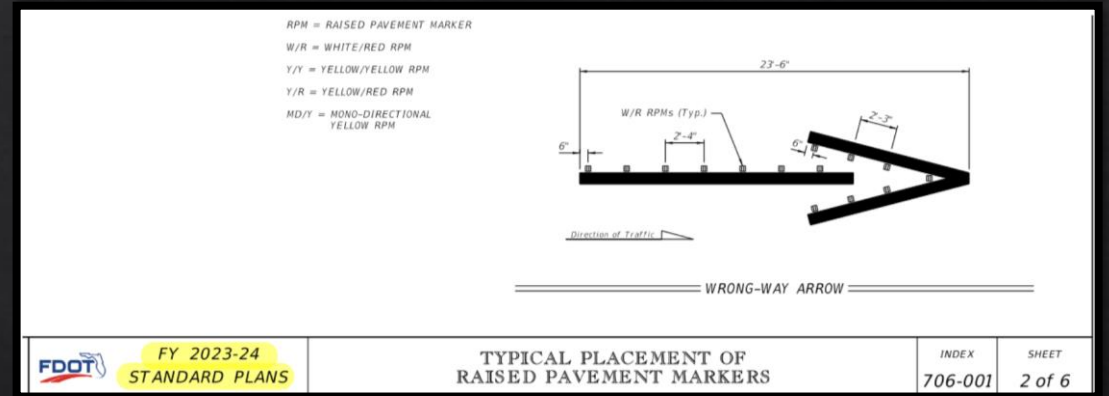
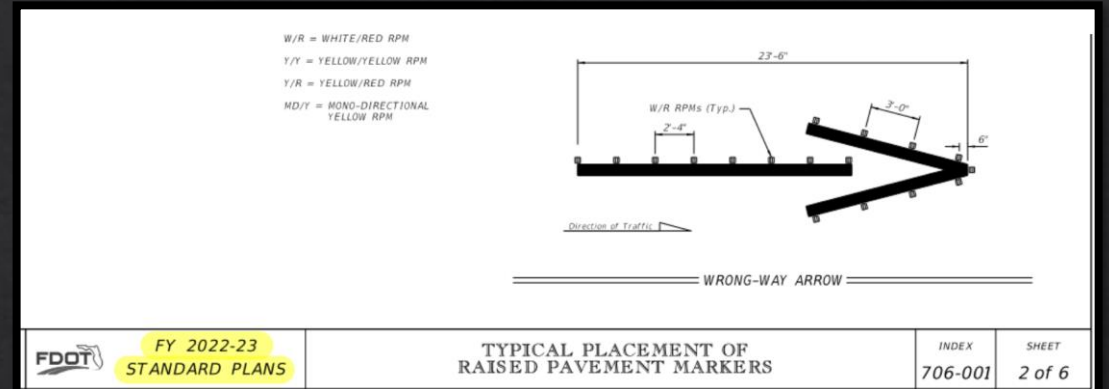
3.1.4 Scheduling

◆ 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.

PA Actions Before Scheduling (cont.)

- ◆ Review the Contract Documents! (cont.)
 - ◆ Look for recent changes to Standard Contract Documents, focus on pay items included on your project. Discuss at the PreCon.
 - ◆ See example of the Typical Placement of RPMs on Wrong Way Arrows. What has changed?



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."

Guidance Document 3-1-A

- ◆ This document is a Sample Preconstruction Conference Agenda.
 - ◆ It lists thirty (30) Mandatory items to be listed on the agenda for **all Contracts**.
 - ◆ When you are having a discussion with the Contractor prior to the meeting ask if they are familiar with FDOT's procedures that are not job-specific (weather letters, claims, CPPR, etc.). If not, plan to have a separate meeting to go over these items with the Contractor.
 - ◆ If the Contractor is familiar with these items, group them at the end of the agenda.
 - ◆ It also lists sixteen (16) items to be listed on the agenda **when they are applicable**.
 - ◆ For example, one item listed is Signalization and lighting, if your project doesn't have these work items included then don't list it on your agenda.

Guidance Document 3-1-A (Cont.)

◆ Mandatory Agenda Items

- ◆ (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.]
 - ◆ Ask the Contractor if they are aware of any potential errors & omissions prior to the meeting date.
 - ◆ If they do, send the information to the Design PM and EOR so that they can look at it ahead of time.
 - ◆ This leads to a better discussion as design can be ready to discuss any errors or omissions ahead of time.

- ◆ (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.)]
 - ◆ Discuss any lane closure restrictions or special events listed in the Contract documents.
 - ◆ Discuss FDOT's LCNS system

Guidance Document 3-1-A (Cont.)

◆ Mandatory Agenda Items (Cont.)

- ◆ (15) Project Commitments [Review and discuss project commitments made prior to construction (Refer to CPAM 8.2.5).]

- ◆ Per CPAM 8.2.5, The PA Must

- ◆ **Notify** relevant Department offices and regulatory agencies of the Preconstruction Conference date and time.
- ◆ **Familiarize** themselves with the **Project Commitment Tracking** procedure (FDOT Procedure No. 650-000-003). They may schedule an internal meeting with key Department staff (like the District Environmental Administrator) to discuss permit and **Project Commitments Record** concerns beforehand.
- ◆ **Review all permits and commitments comprehensively** to inform the Contractor of all requirements.
- ◆ Ensure the **Preconstruction Conference minutes** document the details of environmental tasks, responsibilities, and discussions, and are distributed to all parties.

Guidance Document 3-1-A (Cont.)

Mandatory Agenda Items (Cont.)

- ◇ (16) - 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).**]
 - ◇ CPAM 8.2.8
 - ◇ Project Administrators Responsibility - Title 40 Code of Federal Regulations Part 112 (40 CFR 112) administered by the Environmental Protection Agency (EPA) entitled Oil Pollution Prevention, contains specific management and reporting activities for the above-ground, bulk storage of oil. The PA must ensure that all Contractors are aware of this regulation.
 - ◇ The Contractor and each subcontractor shall account for all regulated bulk oil containers within the project limits for the duration of the project. All above-ground oil storage containers with a capacity of 55 gallons or greater shall be accounted for and if at any time the aggregate capacity of the above-ground oil storage tanks exceeds the 1,320 gallon threshold, the Contractor must prepare and implement a Spill Prevention Control and Countermeasure (SPCC) Plan in accordance with 40 CFR 112 (This does not include "motive power" or "onboard" fuel containers used primarily to power the movement of equipment). The implementation of the SPCC Plan shall be documented including the required inspections and made available for review in accordance with 40 CFR 112. If at any time the above-ground oil storage containers capacity, within the project limits, exceed the 1,320 gallon threshold the PA shall request a copy of the SPCC Plan to ensure the plan requirements set forth in 40 CFR 112 are met.
 - ◇ If the Contractor or any subcontractor refuses to comply with the 40 CFR 112 or the required SPCC Plan, the PA must notify the DCE or designee and document all deficiencies associated with environmental compliance as described in the Contractor's Past Performance Rating System defined in Chapter 13.1 of CPAM
- ◇ **Keep It Simple!**
- ◇ **On the agenda compliance with this mandatory items can be accomplished with a few questions and statements.**
 - ◇ **Oil Pollution Prevention Regulation**
 - ◇ **Is the Contractor aware of the Oil Pollution Prevention Regulation (40 CFR 112)?**
 - ◇ **Does the Contractor anticipate that the total capacity of above ground oil storage containers will exceed 1,320 gallons at any time?(If yes, a SPCC plan must be provided).**
 - ◇ **Non-compliance by the Contractor or their subs must be reported and reported in the CPPR system.**

Guidance Document 3-1-A (Cont.)

◆ Mandatory Agenda Items (Cont.)

- ◆ (23) 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)]
 - ◆ Emphasize to the Contractor that they must submit written notification to the Engineer of the intention to make a claim for additional compensation before beginning the work on which the claim is based (per Standard Specification 5-12.2.1.

Guidance Document 3-1-A (Cont.)

- ◆ Mandatory items when applicable to Project
- ◆ (1) Utility Status
 - ◆ 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
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FLORIDA DEPARTMENT OF TRANSPORTATION
UTILITY WORK SCHEDULE

December 14, 2016

Financial Project ID: 445759-1-52-01
 Utility Company: Duke Energy Distribution
 FDOT Plans Dated: 1/2023

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

Guidance Document 3-1-A (Cont.)

◇ Other Agenda Topics Applicable to every Project

◇ Add a section on the agenda to discuss safety.

- ◇ Discuss any potential hazards (night work, deep open trenching, etc.).
- ◇ Discuss the minimum PPE that is required by the Contractor to be on-site.
- ◇ Discuss any additional task-specific PPE required by the Contractor.
- ◇ Establish the schedule and format for routine safety meetings (e.g., daily toolbox talks, weekly safety meetings).

◇ Add sections to discuss planned laydown yards

- ◇ Ask Contractor if they plan to utilize a laydown yard during construction. If so discuss the location.
- ◇ Notify the Contractor that if they or any of their subs plans to utilize private property for any reason then they must provide a copy of the written agreement with the property owner.

Guidance Document 3-1-A (Cont.)

- ◆ Other Agenda Topics Applicable to every Project

- ◆ Add a section to discuss payment schedule and procedures

- ◆ Discuss required estimate documentation.

- ◆ Discuss due date by which all documentation should be provided by the Contractor (Friday before estimate cutoff?)

- ◆ Discuss how quantities will be verified (inspector and foreman discuss, if there are disagreements, escalate)

- ◆ Add section for open discussion at the end of the agenda.

- ◆ Encourage anyone to speak up during this time.

- ◆ Make sure to clearly communicate that the meeting is about to be closed.. hesitate, then close the meeting.

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 11/19/2025
 - ◆ 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.
- ◆ Break up the introductions for those that are attending remotely.
 - ◆ One option is to ask if there is anyone online representing the prime Contractor, then Department, then utility agencies, and so on.
 - ◆ Another option would be to call names individually and have them introduce themselves. When someone calls in by phone to a teams meeting and it doesn't show their name you can instead announce the last 4 digits of the phone number and ask that they introduce themselves.
 - ◆ At the end of introductions ask if there is anyone that was missed.

◆ 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.)

- ◇ Check equipment before meeting begins.
 - ◇ Reserve the meeting room for at least 30-minutes prior to the meeting starting.
 - ◇ During this time, check to make sure that everything is working, including:
 - ◇ Internet connectivity
 - ◇ Speakers
 - ◇ Microphone
 - ◇ Screen/projector
 - ◇ Start the meeting early and designate someone else on your team to sign in to verify that everything is working correctly and that the audio quality is good.

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.
 - ◇ Spend less time on non-project specific items that are required to be on the agenda (CPPR, Weather letter, Time extension and NOI processes).
- ◇ 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.
 - ◇ Ask attendees to save some discussion for the end or after the meeting if needed.

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
- ◇ Determine who wants to be invited to the project regular meetings when the time/date is being discussed.
 - ◇ On the sign in sheet, you can include a column for attendees to check if they want to be invited to the progress meetings. For online attendees you can ask that they put in the chat or send you an e-mail if they want to be invited.

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?