



# Pre-Spec Meeting Agenda

The purpose of the Pre-Spec Meeting is to discuss critical dates; discuss the PS&E submittal process and requirements; and identify potential issues and resolutions. Guidance on preparing for this meeting is available on the District 5 “Pre-Spec Meeting to Letting” website ([link](#)).

Meeting minutes to be distributed to all attendees, by the Project Manager, within one week of the meeting.

### Project Overview (Project Manager)

Project Number:		Work Mix:	
Project Description:			
Related FMs:			
Pay Item or Lump Sum:		BDI (Y/N): <i>BDI max limit is \$3M</i>	
Federal Aid Number:		Federal Oversight (Y/N):	

### Critical Dates (Specifications Coordinator)

Discuss any anticipated threats or delays, or early submittals. Identify PSEE delegate.

Production:		Transmittal:		Letting:	
Advertisement Duration:		Governing Standards:			

### Specifications (Specifications Coordinator)

Discuss PS&E process and submittal requirements, and status of Contract File Index items

[PS&E Submittal Checklist](#)<sup>1</sup>      [PS&E Submittal Flowchart](#)

<sup>1</sup>include CADD Compliance Certification Checklist (reference [CADD Manual 8.4.8](#))

Identify Specifications reviewers, both must have completed the required training ([link](#))

Initial Reviewer:		Final Reviewer:	
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Identify items affecting the Specifications and Contract packages

- Special Provisions/Spec Handbook ([link](#)) – Developmental Specs, MSPs, TSPs
- UWHC/Phase 56 work involved with the project
- Endangered Species identified
- Asbestos Abatement or Contaminated Areas identified
- Sole-Sourced/Proprietary Products (MSP required for BABA compliance)
- Locally funded items (MMOA required for patterned pavement)
- DBE/MBE % (for District Let, Class 7 projects)<sup>2</sup>

<sup>2</sup>Project Manager to obtain percentage (%) from the District Construction Compliance Manager at 943-5369

### Estimates (Estimates Coordinator)

- Proposal/Contract ID
- Designer to bring and discuss Project Edit Report
- Proposal Summary of Pay Items (SOPI) or Estimated Quantities Report
- Project-specific factors that could affect unit costs (provide sample bid analysis findings)
- Work Type Numbers (for any Structures work being included)
- For projects that include structures, discuss anticipated Work Class (reference [FAC 14-022.003](#)) and Structures Category (reference [BOE 9.2.2](#))

### Construction Coordination (District Construction – Design Coordination Group)

- Discuss Calendar Days and Special Provisions
  - For “goes with” projects, include discussion on split calendar days
  - Include discussion on any requirements for: Dispute Review Board meetings, Dispute Review Board hearings, and/or Partnering; overlapping projects coordination