**Pre-Construction Conference Meeting Minutes**

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| Date Held: |  | **Attendee Listing On Last Page** |
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| Contractor: |       |
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| Contract: |       | Estimated Start Date: |       |
| Project #: |       | Estimated Completion Date: |       |
| Reference #: |       | Estimate Cut Off: |       |
| Effective Date: |       | Days Allowed: |       |
|  |
| Project Superintendent: |       |
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| CEI Personnel: |       |
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| **The Following Information was Discussed and Materials, if Applicable, were Received at the Meeting.** |
|  | **DISCUSSED** | **RECEIVED** | **N/A** |
| 1. | Plan of Operation (Stand. Spec. 105.06) | **[ ]**  | **[ ]**  |  |
| 2. | Erosion Control Plan (Stand. Spec. 209.05) | **[ ]**  | **[ ]**  | **[ ]**  |
| 3. | Erosion (Special Provision 107FP) | **[ ]**  | **[ ]**  | **[ ]**  |
| 4. | Material Suppliers List - including name and location of suppliers (Stand. Spec. 106.07) | **[ ]**  | **[ ]**  | **[ ]**  |
| 5. | Listing of ALL Subcontractors and the items and/or material they are involved with.  | **[ ]**  | **[ ]**  | **[ ]**  |
| 6. | Contractor Employee Safety and Health Program (ESHP) Certification Letter (Special Provision 107SHP & Circular Letter 107.01-01) | **[ ]**  | **[ ]**  |  |
| 7. | Traffic Control Certification Letter (Stand. Spec. 712.02) | **[ ]**  | **[ ]**  | **[ ]**  |
| 8. | Detouring/Controlling Traffic Plan | **[ ]**  | **[ ]**  | **[ ]**  |
| 9. | 105 letter – Certified listing of personnel including Name & License # of PE or RLS (Stand. Spec. 105.09) | **[ ]**  | **[ ]**  | **[ ]**  |
| 10. | 407 Process Control Plan (Stand. Spec. 407.03) | **[ ]**  | **[ ]**  | **[ ]**  |
| 11. | 604 Process Control Plan (Stand. Spec. 604.03) | **[ ]**  | **[ ]**  | **[ ]**  |
| 12. | Rideability: 411B **[ ]**  411C **[ ]**  604R **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
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**Pre-Construction Conference Meeting Minutes (continued)**

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| **Traffic Control:** | 24 Hour Emergency ContactPerson **( N/A [ ]  )** |  |
|  | Name: |       |
|  | Home Telephone: |       |
|  | Mobile/Pager: |       |
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| **Erosion Control:** | 24 Hour Emergency ContactPerson **( N/A [ ]  )** |  |
|  | Name:       |
|  | Home Telephone:       |
|  | Mobile/Pager:       |
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| **Customer Service:** | Customer Service Representative **( N/A [ ]  )** | (Stand. Spec. 105.05) |
|  | Name:       |
|  | Home Telephone:       |
|  | Mobile/Pager:       |
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| **Employee Safety:** | 24 Hour On-Site ContactPerson **( N/A [ ]  )** | (Circular Letter 107.01-01) |
|  | Name:       |
|  | Home Telephone:       |
|  | Mobile/Pager:       |
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| **Civil Rights** |
| **DBE/WBE ( N/A [ ]  )** | **% Goal Required:** |       |  |
| **ON-THE-JOB TRAINEE ( N/A [ ]  )** | **Hours Required:** |       |  |
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|  | **DISCUSSED** | **RECEIVED** | **N/A** |
| 1. | Copy of Signed Agreement between Prime Contractor and DBE Subcontractor, must be submitted before progress payments can begin. (Spec. Prov. 1247) | **[ ]**  | **[ ]**  | **[ ]**  |
| 2. | On-the-Job Training Program – Federal Aid projects (Circular Letter 1230-01 and 1240-01) | **[ ]**  | **[ ]**  | **[ ]**  |
| 3. | CC-3 certifying the amount paid the DBE(s) must be submitted when the contract is completed. Final payment will not be made until received. (Spec. Prov. 1247) | **[ ]**  | **[ ]**  | **[ ]**  |
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**Pre-Construction Conference Meeting Minutes (continued)**

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| 4. | Special Provision: 1230 **[ ]** , 1231 **[ ]** , 1232 **[ ]** , 1240 **[ ]** , 1246 **[ ]**  , 1247 [ ] ,1290 **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| 5. | CUF Checklist: All DBE’s on ALL projects. (Circular Letter 1247-01) | **[ ]**  | **[ ]**  | **[ ]**  |
| 6. | Goal Projects: Any changes to DBE’s portion of work must be pre-approved by SBDP Director. (Circular Letter 1247-01) | **[ ]**  | **[ ]**  | **[ ]**  |
| 7. | Bulletin Board & Information (Circular Letter 1273-01) | **[ ]**  | **[ ]**  | **[ ]**  |
| 8. | Contract Compliance Officer:       |

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| **Items Discussed** |  |  |
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| Construction Signs Staked: Yes **[ ]** No **[ ]** N/A **[ ]**  |
|  | **Discussed** | **N/A** |
| State subcontract approvals: | These need to be submitted to Hdqts Construction, and approved before work can begin, for recognized subcontractors (Stand. Spec. 105.05 & 108.01 and Circular Letter 108.01-01 & 108.01-02). | **[ ]**  | **[ ]**  |
| Test Reports & Certifications: | They are required **prior to** material being used. Items will not be paid for until certifications and/or test reports are received. | **[ ]**  |  |
| Tickets: | Certified weigher policy, all tickets are to have all the correct information on them.  | **[ ]**  | **[ ]**  |
| Payrolls: | All certified payrolls must be submitted to the Project Supervisor within 7 days after the regular payment date of the respective contractor's weekly payroll period or progress payments shall be withheld. **The first payroll must have:** Employee’s Name, Address, s.s.#, Rate of Pay and their Classification. See Special Provision. If the work of the prime contractor and subcontractor is interrupted for a week or more, a statement is to be placed on the signature sheet of the payroll for the last week in which work was performed: **“No additional work will be performed until further notice.”** If work stops for a week or more and is not anticipated, the statement **“No work performed, and no work will be performed until further notice.”** See Stand. Spec. 107.23. | **[ ]**  |  |
| Prompt Payment Certification: | Prime contractor certifies each month that payments have been made to subcontractor. The certification shall run 2 months in arrears. Progress payments shall not be processed without this certification. (Circular Letter 109.02-05) | **[ ]**  |  |
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**Pre-Construction Conference Meeting Minutes (continued)**

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| **Note: Mark with Check If Applicable** |
| Documentation needed during the duration of the job | Adjustments and/or special items that apply to this contract |
| **[ ]**  | Archaeological Cert. for Borrow Pit: (Circ Let 105.06-05 & Stand. Spec. 107.06) | **[ ]**  | Asphalt Content & Gradation: (Stand. Spec. 407.20) |
| **[ ]**  | 604 Certification of work complete: (Stand. Spec. 604.03) | **[ ]**  | Asphalt Density Ded.: (Stand. Spec. 407.15) |
| **[ ]**  | Shop Drawings Approval | **[ ]**  | Defective Concrete: (Stand. Spec. 604.15, 604.20, 604.31, & Circular Letter 604.21-01. If applicable, see Spec. Prov. 501RC and/or 501UT.) |
| **[ ]**  | Guardrail at Bridge Ends | **[ ]**  | Material Variation Deduction: (Stand. Spec. 411.10) |
| **[ ]**  | CC-3: (Spec. Prov. 1247 & Circular Letter 1247-01) | **[ ]**  | Fuel: (Spec. Prov. 109A) |
| **[ ]**  | Liquid Anti-Strip: delivery tickets & invoices (Stand. Spec. 307.08, 307.09, 411.09, & 411.10) | **[ ]**  | Bit. Material: (Spec. Prov. 109B) |
| **[ ]**  | AC: invoices (Stand. Spec. 307.08 & 411.09) | **[ ]**  | Rideability: (Spec. Prov. 411B) **[ ]**  (Spec. Prov. 411C) **[ ]**  |
| **[ ]**  |       | **[ ]**  | Rideability: 604R **[ ]** (Stand. Spec. 604.27) |
| **[ ]**  |       | **[ ]**  |       |
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**Pre-Construction Conference Meeting Minutes (continued)**

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| **Construction Special Notations: ( N/A [ ]  )** |
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| **Safety Special Notations: (N/A [ ] )** |
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**Pre-Construction Conference Meeting Minutes (continued)**

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| **Utilities: ( N/A [ ]  )** |
|  | **Discussed** | **N/A** |
| 1. | Our office is to be notified 48 hours in advance of any work performed. | **[ ]**  | **[ ]**  |
| 2. | Utilities & Contractor are to coordinate their work with each other. | **[ ]**  | **[ ]**  |
| 3. | Utilities are to meet M.U.T.C.D. guidelines, Standard Specification Section 712, and Personal Protective Equipment requirements set by TOSHA, M.U.T.C.D. guidelines and TDOT. | **[ ]**  | **[ ]**  |
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| 4. | tdot Utility Coordinator: |       |
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| 5. | utilities involved: |  | **Reimbursed** | **Non Reimbursed** |
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| **utility Special notations: ( N/A [ ]  )** |

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**Pre-Construction Conference Meeting Minutes (continued)**

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| **Attendee Listing** |
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| **Company** | **Name** | **Phone Number** |
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