**Pre-Construction Conference Meeting Minutes**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date Held: | |  | | **Attendee Listing On Last Page** | | | | |
|  | | | | | | | | |
| Contractor: | |  | | | | | | |
|  | | | | | | | | |
| Contract: | |  | | Estimated Start Date: | |  | | |
| Project #: | |  | | Estimated Completion Date: | |  | | |
| Reference #: | |  | | Estimate Cut Off: | |  | | |
| Effective Date: | |  | | Days Allowed: | |  | | |
|  | | | | | | | | |
| Project Superintendent: | | |  | | | | | |
|  | | | | | | | | |
| CEI Personnel: | | |  | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| **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 | | | |  | |  |  |
|  | | | | | | | | |

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Traffic Control:** | | 24 Hour Emergency ContactPerson **( N/A  )** | | | | | | |  | | | | |
|  | | Name: |  | | | | | | | | | | |
|  | | Home Telephone: | | | |  | | | | | | | |
|  | | Mobile/Pager: | | |  | | | | | | | | |
|  | | | | | | | | | | | | |
| **Erosion Control:** | | 24 Hour Emergency ContactPerson **( N/A  )** | | | | | | |  | | | |
|  | | Name: | | | | | | | | | | |
|  | | Home Telephone: | | | | | | | | | | |
|  | | Mobile/Pager: | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Customer Service:** | | Customer Service Representative **( N/A  )** | | | | | | | (Stand. Spec. 105.05) | | | |
|  | | Name: | | | | | | | | | | |
|  | | Home Telephone: | | | | | | | | | | |
|  | | Mobile/Pager: | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Employee Safety:** | | 24 Hour On-Site ContactPerson **( N/A  )** | | | | | | (Circular Letter 107.01-01) | | | | |
|  | | Name: | | | | | | | | | | |
|  | | Home Telephone: | | | | | | | | | | |
|  | | Mobile/Pager: | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Civil Rights** | | | | | | | | | | | | |
| **DBE/WBE ( N/A  )** | | | | **% Goal Required:** | | |  | | | |  | |
| **ON-THE-JOB TRAINEE ( N/A  )** | | | | **Hours Required:** | | |  | | | |  | |
|  | | | |  | | |  | | | |  | |
|  | | | | | | | **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) | | | | | |  | | |  | |  |
|  |  | | | | | |  | | |  | |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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: | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Items Discussed** | |  | |  | | | |
|  | | | |  | |  | |
| 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) | | | |  | |  |
|  | | |  | |  | |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

|  |
| --- |
| **Construction Special Notations: ( N/A  )** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
| **Safety Special Notations: (N/A )** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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. | | | | |  | |  |
|  | | | | | | | | |
| 4. | tdot Utility Coordinator: | | |  | | | | |
|  | |  | | | | | | |
| 5. | utilities involved: | |  | | **Reimbursed** | | **Non Reimbursed** | |
|  |  | | | |  | |  | |
|  |  | | | |  | |  | |
|  |  | | | |  | |  | |
|  |  | | | |  | |  | |
|  |  | | | |  | |  | |
|  |  | | | |  | |  | |
|  |  | | | |  | |  | |
|  |  | | | |  | |  | |
|  |  | | | |  | |  | |
|  |  | | | |  | |  | |
|  | | | | | | | | |
| **utility Special notations: ( N/A  )** | | | | | | | | |

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

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

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