Insert today’s date

**To:** Prime Contractor Name

Prime Contractor Address

Address continued

**PRECONSTRUCTION CONFERENCE AGENDA**

**Project Number:** Enter Project #

**PCN Number** Enter PCN #

**Description/Location:** Enter project description and location text.

**County:** Enter County

**Conference Date:** Click here to enter a date.

**Time:** Enter meeting time.

**Prime Contractor:** Enter Prime Contractor name.

(address) Enter address.

Enter Address.

**Engineer(s):** Click here to enter text.

(address) Click here to enter text.

 Click here to enter text.

**ITEMS OF DISCUSSION**

1. **Introductions**

Sign-in sheet presented to everyone in attendance -

(the sign-in sheet should include everyone’s name, contact phone #, cell #, and e-mail address)

1. **EEO, Labor Standards and DBE Participation Information (**discussion of form 9423) **to be read aloud**

Does the Contractor have a copy of their EEO and Affirmative Action Policy?

Company EEO/DBE officer -

Project EEO/DBE officer -

“EEO and Labor Compliance Job-Site Interviews” and “In-depth Contract Compliance” –

This project is Race Conscious, Race Neutral, or State Funded . The Race Conscious goal is Enter RC goal. Delete if RN or State funded. %.

 Intended DBE participation for this project is Enter intended participation %.

Annual EEO Report (Form FHWA -1391) is applicable for the month of Starting month? and must be filled out and received back by the Civil Rights Office no later than Click here to enter a date..

Posters and Bulletin Board (prime and subs) -

- What will the locations be for the posters?

- All posters need to be up prior to start of construction!

Does the Contractor have a list of all the DBE firms that will be working on the project, their items of work, and work schedule (daily and weekly)?

Prompt Payment and Retainage procedures must be reviewed -

Chain of command for resolving issues needs to be discussed -

Review of Trainee requirements -

Pit Locations (Need all)

* + DOT requests the legal description of the pits for all aggregates that will be used on the project (including commercial sources). Pits or Plant sites need to be virtually adjacent to the project R/W line in order to fall under Davis-Bacon. Virtually adjacent means within ½ mile of the closest R/W line to the project.

Truck Driver Owner/Operators – The prime contractor is responsible for monitoring and verifying the status of all truck owner-operators or trucking subcontractors. The DBE’s supervisor **must** be on the project **at all times**.

DBE trucks along with leased trucks **must** display the **name and identification number** of the DBE.

1. **Payrolls**

All contractors must comply with Labor Rates from US Department of Labor which specifies basic hourly rates and applicable fringe benefit payments for specific job classifications.

The initial entry for each employee must exhibit their address and \*unique ID number - proper classification as shown in the Labor Rates must also be shown. (Form WH347).

\*Changes regarding Social Security numbers in FHWA 1273. Unique ID numbers are required.

A statement of compliance with entries as shown on Form WH348 must accompany each payroll.

The subcontractors must submit their payrolls to the Prime Contractor for review/corrections prior to submitting to the Project Engineer. Some indication that they have been reviewed by the Prime Contractor must appear on or with each payroll.

One payroll needs to be submitted to the Project Engineer; however, additional copies may be requested.

* 1. **Safety and Sanitation Requirements -**

The Federal construction safety standards require contractors to establish and maintain a safety program. If the contractor does not have a safety program, he will not be permitted to start work!

**107.11 HIGH VISIBILITY CLOTHING** When not enclosed in a truck or equipment cab all workers within the Right of Way must wear retro reflective clothing that meets the most current ANSI/ISEA 107 Performance Class 2 or Class 3 requirements. Retro reflective clothing shall the outermost garment worn, in a clean condition, and closed in both front and rear. Open vests will not be allowed. Retro reflective clothing shall be replaced as necessary to maintain visibility and reflectivity.

Is a copy of the Contractor’s safety program available to be filed with this report into the project records?

Does the Contractor have the current copies of the Federal Construction Safety Standards and applicable occupational safety and health regulations? Are they accessible to all company personnel who are involved in potentially hazardous situations?

Who is the Contractor’s safety officer? Enter name

Who is the Contractor’s project safety officer (if different from previous person)?

Enter Name

What method does the contractor utilize in conveying information to employees regarding company, State, and Federal safety requirements?

What method does the Contractor use to ensure that his subcontractors comply with these safety requirements?

* 1. **Erosion and Water Pollution Control**

Section 110.03 of the NDDOT Standard Specifications requires that the Contractor submit in writing a plan for temporary erosion and pollution control before he commences work on the project.

Do you have a copy of the plan with you at this time?

Has the Contractor fulfilled his/her obligations as covered in
SP – SW(G) “Storm Water Pollution Prevention – General Permit”? Any permits required by the ND Department of Health are required such as filing a “Notice of Intent to Obtain Coverage under NDPDES General Permit for Storm Water Discharge Associated with Construction Activity”.

A copy of these completed and approved requirements needs to be furnished to the engineer prior to commencement of work!

* 1. **Field Laboratory**

A “Field Laboratory – Type A, B, or C? ” is required prior to commencement of any work. An exception may be made if discussed with project engineer and approved.

The location of this laboratory will be enter proposed lab location as agreed upon by the Contractor and the NDDOT.

Phone service and a copy machine (with reduction capabilities) are required.

* 1. **Claims for Adjustment and Disputes**

Top section of “Notice of Intent to File a Claim” (SFN 16743) was read, and Section 104.06 was referred to. A copy of this form was given to the Contractor. All “Notice of Intents” must be filed through the Prime Contractor.

SFN 16743 Notice of Intent to File a Claim <http://www.dot.nd.gov/forms/sfn16743.pdf>

* 1. **Subcontractors and Suppliers**

A request for subletting work must be submitted and approved prior to any work by the subcontractor on the project. (SFN 5682 – Rev. 2-2000)

Has the Contractor submitted all his requests to sublet?

A list of known subcontractors along with their work is shown below:

A list of known material suppliers and the items they are supplying is listed below:

* 1. **Utilities**

The Prime Contractor along with his/her sub-contractors is required to notify the North Dakota One Call System prior to the beginning of construction, so that they can locate and mark all utilities in the project area.

* 1. **Materials**

Specifications require that certifications and/or shop drawings must be furnished for certain items. The certifications and shop drawings must comply with the Standard Specifications and be submitted and approved (when necessary) prior to any installation taking place.

If the Contractor is going to request payment for material on hand, it must meet the requirements covered in Section 109.06 of the Standard Specifications.

* + Perishable material must be stored in an approved storage facility and, if required by the Engineer, recertified prior to incorporation into the project.
	+ The value of the material used in one item of work must exceed $2,000 and must not be scheduled for incorporation into the project within 30 days after delivery

If Fabric (such as reinforcement, structural, riprap) is to be used on the project, it must be on the project 21 days prior to installation so that they can be tested.

What type of guardrail end terminal will be used, and if it is FLEAT, what taper will be used?

* 1. **Inert Waste Material (Section 107.10 of Standard Specifications)**

This work consists of the proper disposal of materials to include but not limited to; concrete, steel, bituminous pavements and bases.

Disposal of the material needs to be at an approved permanent waste management facility or

Waste may be disposed at an alternate site if an “Inert Waste Disposal Variance Application,” SFN 50278, is filed with, and approved by the ND Department of Health – Division.

If a variance is filed, the Contractor shall furnish the engineer with an approved copy before any material is disposed at the site.

* 1. **Railroad Insurance**

If Railroad Insurance is required on this project, has it been filed by the Contractor?

Has it been approved?

- If it has not been approved, no work can begin within the Railroad R/W.

* 1. **Construction**

This contract has a completion date of Click on completion date. with a guarantee of enter number of working days working days. If applicable working days will be counted from a known date which for this project is enter the known date**,** days will be counted as provided in the Proposal and as stated in Section 108.04 of the Standard Specifications or Supplemental Specifications.

Tentative work schedule and location.

- The Contractor will begin work on, starting date**.**

Requests to work on Sundays or recognized State Holidays must be in writing and given to the engineer by the preceding Thursday morning. The request will be reviewed, and an answer will be given to the Contractor by Friday morning.

Who will be the Prime Contractor’s Superintendent? Enter Name

* + Section 105.02 of the Standard Specifications requires that the Prime Contractor have a superintendent on the project at all times when work activity is taking place. This shall be adhered to.

Detours and haul roads

* + The Engineer needs to be notified of each public road or street which is proposed to be used as a haul road, before that route can be hauled over. If the Engineer determines that that route is the most practical for transporting materials, the route will be designated as a “Haul Road”. See Section 107.05B. 2. of the Standard Specifications.
	+ Before hauling over a designated route, a joint inspection of the route will be made by the Engineer, Contractor, and Governmental Agency, or Political Subdivision charged with control or maintenance of that route.
	+ Are there any routes that the Contractor knows of at the time of this meeting that should be looked at?

Traffic Control

Traffic control watchperson reports are required for this project.

SFN 14634 Watchperson Report Form <http://www.dot.nd.gov/forms/sfn14634.pdf>

Who is the traffic control watchperson? Enter name

If applicable, who is the traffic control supervisor? Enter name

* 1. **Proposal**

Any Special Provisions should be reviewed at this time.

 Fuel Cost Adjustment.

* + - * 1. **Submittal of Project Correspondence**

All project correspondence **must** contain the related Project No.

In many instances correspondence is received and there is no project number to relate where it should be filed. Because there are many projects that are processed through the Districts, it is imperative to have this project number.

* + - * 1. **Specific Project Details**

Plant Site and Lab location. (if applicable)

Historical Preservation Responsibility (Section 107.04 of Standard Specifications)

* + At least 14 days before stripping topsoil or removing any material from Contractor-located sites such as, but not limited to, borrow, plant, aggregate pits, a legal description of the location shall be provided to the Engineer.
	+ The NDDOT will investigate the location to determine if a potential for cultural resources in the area exists. If it is determined that the potential is moderate or high, the Contractor must obtain clearance from the SHPO before any pit operation can be initiated. A copy of the clearance for this site must be given to the Engineer.

Material Source Certificates of Approval

[Material Source Certificates of Approval](http://www.dot.nd.gov/dotnet2/materialsource/certificatesofapproval.aspx)

Material Source Approval Request

<http://www.dot.nd.gov/forms/sfn58466.pdf>

New Specification for Material Source Approval

<http://www.dot.nd.gov/divisions/environmental/docs/107-04.pdf>

Further breakdown of project specific operations should be done at this time.

Project Notes and Plan Details covered are as follows: