



Preconstruction Conference

AGENDA

Enter Project Name
Enter Project #
Enter Date

1. Self-Introductions of Attendees – sign in on Attendance Sheet
2. Project Introduction:
 - Location:
3. MCDOT Representatives
 - Construction Manager
 - Inspector
 - Design Project Manager
 - Traffic Control
 - PIO
 - Survey
 - Materials Testing QA
 - Environmental
 - Signing
 - Right-of-Way
 - Utilities
4. Contractor Representatives –
 - Project Manager
 - Superintendent
5. Communications and Coordination
 - The Contractor is reminded that the Construction Manager (CM) has immediate charge of the administrative and engineering details of the project. The Contractor is cautioned that only the CM and Inspector are authorized to provide information, clarification, or interpretation regarding plans, specifications, and any other contract documents or requirements. Solicitation and receipt of information by the Contractor from any other MCDOT representative will not be considered valid for administration of the project. Shop drawings and all other submittals required by the Contract shall be submitted to the CM. Submittals made to and received by other MCDOT representatives will not be considered valid for the purpose of administration of the Contract.
 - All Mail, Submittals and Request for Information (RFI) for MCDOT shall be sent to **Enter CM Name**. **CM** will forward documentation to the appropriate MCDOT staff for review and approval.
 - All Mail, Submittals and Request for Information (RFI) for **Enter Contractors Name** shall be sent to **Enter Contractors PM Name**.
 - Daily field scheduling, coordination and field issues shall be discussed and coordinated between the MCDOT Inspector and Contractors Field Representative.

- Field changes such as modifications and monetary expenses shall be submitted in writing and discussed with the CM.
 - Try to resolve all issues at the lowest level.
6. Title VI
- Kimberly Richards is the Intergovernmental Coordinator for this project 602-506-1630
 - Presentation on Title VI
 - Keep copy of Title VI Presentation on project site.
7. Public Relations
- **Enter PIO Rep Name & Phone #** is the Public Information Officer for this project.
 - Complaint Handling – Follow up and resolve promptly. Keep records of complaints and actions.
 - MCDOT Project Information 602-506-3342
 - Contractor to notify emergency services, schools, mail carrier and trash services of project.
8. Environmental
- To prevent the introduction of invasive species, all construction equipment shall be washed prior to entering and leaving the construction site.
 - Environmental Clearance and attachments – review and keep on the project site during working operations.
 - NESHAP Asbestos Survey – keep on project site during working operations.
 - Bird Nesting Survey
 - Storm Water Pollution Prevention Plan (SWPPP)
9. Right-of-Way
- The contractor shall keep the construction operations within the existing ROW and Easement.
 - Marshaling Yard / Staging Area.
 - Agreements to Access Private Property
 - Contractor shall furnish the MCDOT CM properly executed written documentation from property owners that authorizes the Contractor the use private property for marshaling yard or staging area.
10. Utilities
- Contractor is reminded that they are responsible to request Arizona 811 (BlueStake), verify and locate existing utilities. Submit Arizona 811 confirmation to Inspector.
11. Survey
- Survey will be provided by MCDOT
 - Survey requests are to be made electronically through **Enter Inspectors Name**
 - Provide reasonable and specific survey requests.
 - Two full working days advance notice is required for survey requests for preparation and scheduling.
12. Material Testing
- QA Materials Testing will be provided by MCDOT
 - QA Testing Plan
 - Testing requests are to be made electronically through **Enter Inspectors Name**
 - Two full working days advance notice is required for material testing requests for preparation and scheduling.

- QC Testing is the responsibility of the Contractor
- QC Subcontractor

13. Contractor's Submittals (Note: this is not a complete list)

- List of all Subcontractors
- List of Material Sources
- Preliminary Work Schedule
- Preliminary Traffic Control Plan
- Emergency Telephone Numbers
- Signing Authority Letter
- Name and Phone Number of the Certified Safety Professional
- SWPPP
- NOI
- Dust Control Permit
- Safety Plan
- OSHA 300 Logs

14. Construction Schedule – 00 Calendar Day Contract

- Notice To Proceed Date – Enter Date
- Projected Completion Date – Enter Date
- Work Hours – 0am – 0pm; Monday - Friday
- Weekly Meeting – to be determined later
- Contractor review project schedule
- Overtime and Weekend Work
 - Contractor must advise MCDOT in advance of planned overtime and weekend work.
- Observed holidays -

15. Traffic Control

- Submit traffic control plans (TCP) electronically to Burt Neptune
- Keep copy of approved TCPs on project site during working hours
- Barricade Subcontractor –
- Lane restrictions and Flagger Operations

16. Progress Payments

- County accounting system requires processing of Monthly Progress Estimates by the third business day of the month.
- Quantity cutoff date is the 20th of each month.
- Inspector prepares Monthly Progress Estimate and submits for processing by the 27th of each month.
- Quantities to be measured and agreed in field by Inspector and Superintendent daily.

17. Video Project –

- Contractor shall video the existing conditions of the project site and provide MCDOT with the video on a flash drive at least 2-days prior to start of work.

18. Permits

- MCDOT Courtesy Permit.
- Dust Control – MCDOT received permit – E170669
- Notice of Intent (NOI) – MCDOT received waiver – AZG-2013001

19. Safety and Health

- Be aware of surroundings at all times.
- Contractor to follow safety plan on file with MCDOT
- All personnel on project site shall wear PPE
- Port-a-John required for jobsite
- Keep area cleaned daily
- Contractor Safety and Tailgate Meetings
 - Invite Inspector to Meetings

20. Lesson Learned

- CM will email to all project participants the Lessons Learned document to fill out and return to him after the construction phase is complete.

21. Open Discussion