

PRECONSTRUCTION CONFERENCE /PARTNERING AGENDA

Time: April 15, 2015 at 1:00 p.m.

Location: ADOT Flagstaff District Office

I. DISTRIBUTION OF AGENDA

II. INTRODUCTIONS

- A. Sign-In-Sheet
- B. Individuals introduce themselves and identify their role on the project
- C. Identify Project Supervisor for ADOT/Contractor

III. PROJECT OVERVIEW

Contracting Agency:

Funding Agency:

Contractor:

Letter of Award:

Contract Time Commences:

Number of Work Days:

Contract Completion Date:

Contract Amount:

IV. PARTNERING

Partnering Champion

Partnering Evaluation Program (PEP)

Issue Resolution

Issue Escalation Ladder

Issue Escalation Binder

V. REQUIRED CONTRACTOR SUBMITALS

- A. Part I Project Schedule
- B. Authorized Signature Form
- C. List of major Material Suppliers
- D. List of subcontractors included executed contract and license numbers
- E. Traffic Control Plan(s)
- F. Designated Traffic Control Coordinator
- G. Company Safety Plan and Designated Safety Supervisor
- H. List of Emergency Telephone Numbers and Name of Contact Person
- I. Company EEO policy and name of designated officer
- J. DBE Subcontractors invoices and purchase orders – Section 108.03 of Standards Specs.
- K. List of items in short supply
- L. Designated Quality Control Manager
- M. Designated Fugitive Dust Control Plan in accordance with guidelines established in Rule 310 of Maricopa County Regulation III, Control of Air Contaminants
- N. Storm Water Pollution Prevention Plan and Designated Erosion Control Coordinator

- O. Category I and Category II Traffic Control Device Certification
- P. List of proposed equipment with make, model and year
- Q. Certifications of Survey Crew
- R. Bulletin Board location

VI. ADOT SUBMITTALS

- A. Bulletin Board Packet
- B. Monthly Estimates and Deadline Dates
- C. Emergency Contact Numbers and Names of Contact Persons
- D. Request for Time Extension Forms

VII. REVIEW OF PROJECT SCHEDULE BY CONTRACTOR

VIII. DISCUSSION OF PLANS AND SPECIAL PROVISIONS

IX. UTILITY COORDINATION AND ISSUES

X. MATERIALS

XI. SAFETY

XII. TRAFFIC CONTROL

XIII. LOCAL GOVERNMENT CONCERNS

XIV. PROJECT ISSUES AND ACTION PLAN

XV. CONTRACT ADMINISTRATION CONCERNS

- A. Administration
 - a) Written approval of subcontractors must be received prior to their start.
 - b) Construction Survey and Layout – Contractor shall verify the project’s horizontal and vertical control points. After verification of these points, the contractor shall notify the Engineer in writing the results of the verification.
- B. Weekly Meetings
 - a) When
 - b) Where

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