



Preconstruction Conference Agenda – Part 1

Project Name and Number _____

Date & Time _____

Meeting Location _____

Call In Number _____

Access Code _____

Attendees

1. Introductions.

A. Contractor:

B. Sign in Sheet

2. FHWA Organization.

A. Personnel

See "Assignment of Administration of the Construction Contract" memo and the "COR Delegation" memo.

1. Second Level Contracting Officers:

a. Elizabeth Firestone

b. Angy Liljedahl

c.

d.

e.

2. First Level Contracting Officers:

a. Construction Engineer, Rich Barrows

b. Construction Operations Engineer, [NAME]

3. Contracting Officer Representative (COR):

a. Project Engineer, [NAME]

b. CPE, [NAME]

c. Inspector(s) and/or CI, [NAME]

B. Authority of Personnel

1. Delegation of Authority letter

2. Inspectors/Consultant Inspectors are not authorized to make changes to the contract or to direct the work of the Contractor. They can reject non-conforming work.

C. Correspondence from the Contractor addressed, unless otherwise directed, to:

1. Project Engineer (CM, PM, or appropriate contact at the time)

- a. Project Address:
- b. Project Email:
- c. Office Phone:
- d. Project Engineer Cell Phone:

2. (cc) Cooperating Agency (ies)

- a. [Federal Agency Name and Location – e.g. Forest Name, Park Name]
- b. [Department of Transportation or County]

3. Contractor’s Organization

a. Contractor’s organization and definition of each representative’s authority:

Project Manager	
Project Superintendent	
Foreman	
Project Quality Control Manager (QCM)	
Project Traffic Control Supervisor	

D. Correspondence from Project Engineer should be addressed to:

1. Contractor Representative Name

- a. Email Address
- b. Physical Mailing Address

3. Subcontracting.

A. Subcontractors and subcontracted work:

Traffic Control	
Surveying	
Base Aggregates / Crushing	
AC Milling	
Guardrail	
Paving	
Stripping	
Structures Work	
Other	

4. Safety.

- A. Fire Protection and Suppression Plan (Appendix J-1, SCR 107.11 and permit section of SCR’s)
- B. It is the Contractor’s responsibility to monitor safety and identify deficiencies on the project (FAR 52.236-13, Standard Specifications for Construction of Roads and Bridges on Federal Highway Projects FP-14 section 107).

1. **Safety is the #1 priority!**
 2. MSHA Part 46 compliance for crushing operation.
- C. Project personnel will not inspect under unsafe conditions.

NOTE: Tailor the remaining sections to your particular project. The following information contains typical contract requirements.

5. Section 103. — Scope of Work.

A. 103.01 Intent of Contract.

Additional work on sites within or in the vicinity of the project may be requested by the CO. Such work generally will be in response to natural disasters. Provide cost proposals and perform work as ordered by the CO.

B. 103.03 Value Engineering Proposals (FAR 52.248-3)

Before undertaking significant expenditures, submit a written description of the value engineering change proposal (VECP) concept. Within 14 days the CO will inform the Contractor as to whether the concept appears to be viable or if the concept is unacceptable. If the CO indicates that the concept appears to be viable, prepare and submit the formal VECP proposal.

Any VE concepts at present?

C. 103.06 Electronic Documentation.

After award of the contract, provide all written documents in pdf format, or an approved fixed layout electronic format.

In addition to electronic documents, provide paper copies of the following documents and as requested by the CO:

- (a) Documents required under Section 102;
- (b) Drawings required under Subsection 104.03;
- (c) ESCP/SWPPP of Record required under Subsection 107.01A;
- (d) Weight records required under Subsection 109.03;
- (e) Receiving records required under Subsection 109.04;
- (f) Final voucher and release of claims required under Subsection 109.09;
- (g) WFLHD 470 forms required under Section 153;
- (h) Construction schedules required under Section 155; and,
- (i) Concrete batch tickets required under Subsection 552.09.

Physically sign documents requiring a signature and scan the documents into an electronic format. Digital signatures, cursive fonts, or other simulated signatures will not be accepted.

Name files with a unique document name that includes the document date, document description, and project number, in the following format:

MMDDYYYY_description_project number; where: MMDDYYYY = month, day, and year.

Deliver electronic documents to the email address identified at the preconstruction conference or otherwise amended in writing by the CO.

D. 103.07 Signatures for Electronic Documentation

Unless the CO requests a wet signature, an electronic signature may be provided. Assume responsibility for the validity of electronic signatures. The Government will assume that the authorized individual's electronic signature is authentic.

Provide electronic signatures in the following formats:

1. A digital signature from an encryption application;
2. A digitized image of a paper signature; or
3. Any other unique form or individual identification that can be used as a means of authenticating a record, record entry, or document.

If signing a document by wet signature, scan the complete document into an electronic format.

6. Section 104. — Control of Work.

A. 104.03 Specifications and Drawings.

(a) General. Submittals include both documents and drawings required to construct the work. Review submittals for accuracy, completeness, and compliance with the contract. Verify submittals according to Section 153. Submittals that do not include evidence of Contractor verification may be returned for resubmission.

Submit documents in an electronic format for approval. Submit drawings in both paper and electronic format for approval. See Subsection 103.06.

Time for approval starts over when submittals are returned for revision or if additional information is requested by the CO. Do not perform work related to submitted documents or drawings before approval of the CO. Obtain written approval before changing or deviating from the approved submittals.

(1) Documents other than drawings.

Allow 14 days for approval by the CO unless otherwise specified.

(2) Drawings include:

- (a) Layouts that show the relative position (vertical and horizontal as appropriate) of work to be performed;
- (b) Fabrication details for manufactured items and assemblies;
- (c) Installation and erection procedures;
- (d) Details of post-tensioning and other systems;
- (e) Detailed trench and excavation procedures that conform to OSHA requirements;
- (f) Traffic control implementation drawings; and
- (g) Methods for performing work near existing structures or other areas to be protected.

(3) Submit drawings that bear the seal and signature of a professional engineer for items as covered in FP-14 section 104.03(b)(2) & (3).

(4) Maintain and submit As-Built drawings in accordance to FP-14 section 104.03(c).

(5) Load restrictions

- a. Comply with all legal load restrictions when hauling material and equipment on public roads to and from the project. A special permit does not relieve the Contractor of liability for damage resulting from the moving of material or equipment. (FP-14 section 104.05)

B. 104.06 Other Contracts

Follow the requirements of FAR Clause 52.236-8 Other Contracts.

[INSERT LANGUAGE].

7. Section 105. — Control of Material.

Identified Sources:

Borrow	
Aggregate	
Riprap	
Asphalt	

1. Single source location for all sites? Or multiple source locations for the overall project (each site may have different source location)?

A. 105.02 Material Sources.

(a) Government-provided sources.

Address any Government-provided sources for this project.

(b) Government-provided material stockpile.

Address any Government-provided material stockpiles for this project.

(c) Contractor-located sources.

The Contractor is responsible for Contractor-located material sources, including established commercial material sources. Use sources that fulfill the contract quantity and quality requirements. Determine the quantity, type of equipment, and work necessary to select and produce an acceptable material. Secure permits and clearances for use of the source and submit copies of the documents to the CO. Submit available historical data indicating acceptable material can be produced from the source. Perform quality control sampling and testing according to the approved Contractor Quality Control Plan in Section 153, aggregate source quality tests, and applicable Sampling, Testing, and Acceptance Requirements table included at the end of each Section. Allow the CO the opportunity to witness sampling and splitting of the test material.

Sites outside construction limits. Activities outside the construction limits that will require ground disturbance, occupation, clearing, or other environmental impacts are limited to the following;[LIMIT TO THE APPROPRIATE BASED ON INPUT FROM CFT; material sources, waste sites, staging areas, water sources]. Provide the following documents before using these sites.

The requirements (1) through (6) below do not apply to Government designated sources or commercial sources that are established, have provided material to public and private entities on a regular basis over the last two years, have appropriate State and local permits, and do not require expansion outside their currently established and permitted area.

(1) Proposed activity description. Submit a description, schedule, and location of the proposed activities for approval by the CO. Include maps of the area and other relevant information.

(2) Cultural resources. Submit written documentation satisfactory to the CO for a recommendation of either "no historic properties affected" or "no effect" according to 36 CFR 800.4(d)(1) for historic properties on or eligible for listing to the National Register of Historic Places. Provide either:

(a) Documentation showing there are no cultural resources present, and a recommendation of either "no historic properties affected" or "no effect" according to 36 CFR 800.4(d)(1). Documents must be prepared by an individual qualified under the Secretary of the Interiors’ Standards and Guidelines for Archeology and Historic Preservation, 48 FR 44716-44740.

Documentation must be satisfactory to the State Historic Preservations Officer (SHPO) or Tribal Historic Preservations Officer (THPO) as appropriate, according to 36 CFR 800.3(c).

The CO will submit the documentation to the SHPO or THPO. Anticipate a minimum of 45 days from receipt of the documentation by the SHPO or THPO before use of the site may be approved; or

(b) Documentation showing a finding of either "no historic properties affected" or "no effect" according to 36 CFR 800.4(d)(1) has been previously obtained for the proposed activities from the State, Tribal Government or Federal Land Management Agency responsible for the land. Include attached copies of SHPO concurrence, or Memorandum of Agreement (MOA) where concurrence is not required.

(3) Species protected under the Endangered Species Act of 1973. Submit written documentation satisfactory to the CO that the proposed action will have no effect to any threatened or endangered species or their critical habitat. Provide either:

(a) A current list of all threatened or endangered species in the site of proposed activities from the U.S. Fish and Wildlife Service; and a recommendation of a "no effect" determination according to Section 7 of the Endangered Species Act prepared by a biological specialist with a minimum of 3 years of experience in Endangered Species Act compliance or other qualifications acceptable to the CO. Allow for a minimum of 45 days from submittal to the CO before use of the site may be approved; or

(b) Documentation showing the proposed activities have previously been determined to comply with the Endangered Species Act and this determination remains valid. This documentation must be from the State, Tribal Government or Federal Land Management Agency responsible for the land. Attach evidence of compliance, including correspondence with the U.S. Fish and Wildlife Service.

(4) Wetlands as defined by the U.S. Army Corps of Engineers’ 1987 Wetland Delineation Manual (WDM). Submit written documentation satisfactory to the CO, that the proposed action will comply with Section 404 of the Clean Water Act, Executive Order 11990, and will not affect any wetlands. Documentation must be prepared by a wetland specialist with a minimum of 3 years of experience in wetland delineation using WDM or other qualifications acceptable to the CO.

(5) Federal lands. Before use of sites on federal lands, submit a copy of the Letter of Approval or Special Use Permit from the applicable federal agency allowing use of the site for intended purposes.

(6) Tribal, state and local approvals. Comply with applicable laws regarding the proposed activities. Submit copies of required clearances, including hazardous waste compliance, tribal, State and local permits and approvals.

Allow 12 days (in addition to other agency time requirements) for approval of documents submitted to the CO.

(d) Weed free certification. All material sources and materials incorporated into the work must be certified to be free from noxious weeds, invasive plants, and other deleterious materials by a federal, state or local public agency. Commercial certifications may be acceptable if materials have been certified through the North American Weed Free Forage Program standard or a similarly recognized certification process approved by the CO. Submit material certifications to the CO for approval at least 5 days before their use in work.

1. Contractor water source is: _____
2. Contractor culvert supplier is: _____
3. Contractor proposed base aggregate source is: _____
4. Contractor proposed paving source is: _____

B. 105.04 Storing and Handling Material.

Use [INSERT AREA NAME OR LOCATION AND/.OR portions of the right-of-way approved by the CO] for staging or storing of materials such as culverts, geotextile fabric, temporary traffic control devices; and for equipment parking.

Provide additional space as needed. Do not use private property for staging or storage without written permission of the owner or lessee. Submit copies of agreements and documents.

1. Tentative locations for storage and staging?**8. Section 106. — Acceptance of Work.****A. 106.01 Conformity with Contract Requirements**

Remove, repair, or replace work that does not conform to the contract, or to prevailing industry standards where no specific contract requirements are noted. Provide temporary traffic control, and perform other related work to correct nonconformities at no cost to the Government.

Documents

Obtain copies of paynotes at:

<https://highways.dot.gov/federal-lands/construction/paynotes>

- *Construction Paynote Examples*, dated August 2011.

Obtain copies of construction documents below at:

<https://highways.dot.gov/federal-lands/materials>

- *WFLHD Sampling and Testing Methods*;
- Materials Testing Forms
 - [FLH T 521 – Standard Method of Test for Determining Riprap Gradation by Wolman Count](#); and,
 - [FLH Addendum to AASHTO T 308 – Standard Method of Test for Correction Factors for Hot Mix Asphalt \(HMA\) Containing Recycled Asphalt Pavement \(RAP\) by the Ignition Method](#).

9. Section 107. — Legal Relations and Responsibility to the Public.**A. 107.01 Laws to be Observed.**

Comply with the terms and conditions included in all permits and agreements obtained by the Government for performing the work included in this contract (See Section H). Notify the CO immediately of any changes, including modifications to Government-obtained permits, or any additional permits or agreements that are required by the Contractor's methods of operation. Allow adequate time in the construction schedule for any additional permits or changes to Government-obtained permits. Furnish copies of all acquired permits and agreements not in the contract.

Comply with the requirements of the Fire Protection and Suppression Plan included in this Contract (See Section J).

B. 107.01A National Pollutant Discharge Elimination System Permit (NPDES).

(a) Erosion Control Supervisor. Provide a qualified Erosion Control Supervisor according to Subsection 157.03.

(b) Preparation of the Storm Water Pollution Prevention Plan (SWPPP). Prepare a SWPPP in accordance with the requirements of the NPDES Construction General Permit (CGP) and contract requirements.

(c) Notice of Intent (NOI). After the SWPPP is signed, file a NOI with the EPA as a federal operator. Use the information in the Government NOI (Appendix H) when filing the Contractor NOI.

Provide a copy of the NOI and EPA acknowledgement email to the CO.

Do not perform any ground disturbing activities including clearing, grubbing, or earthwork until the conclusion of the 14-day waiting period as stated in the EPA acknowledgement letter or as otherwise provided by EPA.

(d) Public Notice. Provide an aluminum sign panel to be installed in a location approved by the CO. Fabricate and mount signs according to Section 635. Post signs in a publicly accessible location. Furnish signs containing the following NPDES CGP information:

(1) The NPDES Permit tracking number.

(2) Contractor's contact name and phone number for obtaining additional information.

(3) Laminated 8.5" x 11" sheet of paper that includes the following statements:

- If you would like to obtain a copy of the Storm Water Pollution Prevention Plan (SWPPP) for this site, contact the EPA Regional Office at [include the CGP Regional Office contact information].
- If you observe indicators of storm water pollutants in the discharge or in the receiving waterbody, contact the EPA through the following website: <https://www.epa.gov/enforcement/report-environmental-violations>."

(e) Inspections. Perform SWPPP inspections as required in the CGP, Subsection 157.12, and the SWPPP. Document inspections using FHWA forms provided in the SWPPP of record and retain the records in the SWPPP binder. Submit each inspection to the CO for approval. Allow 2 working days for CO approval of inspections. Co-sign each approved inspection and file in the SWPPP binder. Complete all SWPPP forms as construction progresses until final acceptance.

(f) Revisions to the SWPPP. Ensure that all erosion and sediment control procedures, practices, and inspections are current as required by the CGP. Revise the SWPPP as necessary during construction. Submit each revision to the CO for approval. Allow 2 working days for CO approval of a revision.

(g) Notice of Termination (NOT). File the NOT when all conditions for terminating the permit have been met as described in CGP. Do not file the NOT without the CO's approval.

(h) Contractor selected sites. Prepare separate SWPPP and file separate NOI for all Contractor-selected sources and all waste, borrow, and staging sites not included in the contract. These SWPPP(s) and NOI(s) are solely the responsibility of the Contractor. Do not submit to CO for approval or for signature.

C. 107.02 Protection and Restoration of Property and Landscape.

1. Do not disturb any area outside the construction limits unless authorized according to Subsection 105.02(c). Replace trees, shrubs, or vegetated areas outside the construction limits damaged by construction operations as directed and at no cost to the Government. Only remove damaged limbs of existing trees when directed by an approved arborist.
2. Do not excavate, remove, damage, alter, or deface archeological or paleontological remains or specimens. Control the actions of employees and subcontractors on the project to ensure that protected sites are not disturbed or damaged. Should these items be encountered, suspend operations at the discovery site, notify the CO and continue operations in other areas. The CO will inform the Contractor when operations may resume at the discovery site.
3. Before beginning work in an area, contact the local utility locating service to mark the utilities. Protect utilities from construction operations. Cooperate with utility owners to expedite the relocation or adjustment of their utilities to minimize interruption of service and duplication of work.

D. 107.03 Bulletin Board.

Discussion – Where/how does the contractor plan to locate the required information.

E. 107.03A Public Notice.

Publish notices of the road work in local newspapers and on local radio stations. Include a description of the work, expected delays, and periods when the road is open to traffic without delays. Issue the notice at least 5 days before beginning work on the project or beginning work after a winter suspension, and at least two times during the normal tourist season.

F. 107.08 Sanitation, Health, and Safety.

Submit an accident prevention plan for implementing safety and health standards at the Preconstruction Conference. Use Government furnished Form WFLHD-28, *Guide Outline of Contractor's Accident Prevention Plan*.

G. 107.10 Environmental Protection.**(a) Federal Water Pollution Control Act (Clean Water Act) 33 USC § 1251 et seq.**

(1) Do not operate equipment or discharge material within the boundaries of wetlands and the waters of the United States as defined by the federal and state regulatory agencies. Permits are issued by the U.S. Army Corps of Engineers according to 33 USC § 1344 and delegated by the agency having jurisdiction. If an unauthorized discharge occurs:

- (a) Prevent further contamination;
- (b) Notify appropriate authorities and the CO; and
- (c) Mitigate damages.

(2) Construct and maintain barriers in work areas and in material sources to prevent sediment, petroleum products, chemicals, and other liquids and solids from entering wetlands or waters of the United States. Remove and properly dispose of barrier collected material.

(3) Do not revise terms or conditions of permits without the approval of the issuing agency.

(c) Dirt, plant, and foreign material.

Remove dirt, plant, and foreign material from vehicles and equipment before [INSERT Park OR Forest]. Prevent introduction of noxious weeds and non-native plant species into the work site. Follow applicable Federal land management agency requirements and state requirements. Maintain cleaning and inspection records. Clean hauling vehicles before their initial entry into each work site; subsequent entries will not require cleaning unless requested. Notify the CO a minimum of 48 hours before entry to allow for inspection.

(d) Other requirements.

Comply with the following requirements:

- (1) [INSERT LANGUAGE AS APPROPRIATE]

10. Section 108. — Prosecution and Progress.**A. 108.01 Commencement, Prosecution, and Completion of Work.**

Furnish at least a 48-hour advanced notice before changing the current work schedule. Work schedule changes that include additional shifts require a 14-day advanced notice.

Perform work under this contract by limiting work as provide for in Sections 105, 107, 156, and 157.

(c) [INSERT LANGUAGE]

B. Section 108.01A Labor.

Follow the requirements of FAR Clause 52.222-6 Construction Wage Rate Requirements.

Adjacent or virtually adjacent work sites, as used in FAR Clause 52.222-6, are defined to be work sites within ½ mile of the project. Application of Construction Wage Rate Requirements (Davis-Bacon Act) for work sites beyond ½ mile of the project will be determined by the CO.

11. Section 109.0 – MEASUREMENT OF WORK

For lump sum items, submit documentation that supports invoiced progress payments each month. Provide a cost breakdown of work included in the lump sum item for the purpose of making progress payments:

LUMP SUM ITEM	BREAKDOWN PROVIDED
MOBILIZATION	
SURVEYING	
CONTRACTOR QUALITY CONTROL	
CONTRACTOR SCHEDULE	
CONTRACTOR TESTING	

12. Section 152. — Construction Survey and Staking.

A. 152.04 General.

Include staking activities in the construction schedule submitted according to Section 155. Include the dates and sequence of each staking activity.

B. Survey control.

1. The Government has set the initial horizontal and vertical control points. (SCR 152.04)
2. Review survey control set by the Government. (Reference line, control points, pertinent data)
3. Contractor is responsible for line, grade, preservation of control points, etc.
4. The Government will furnish data per SCR 152.04; .xml format files will not be provided.

C. Start work only after staking for affected work is accepted. (FP-14 152.04)

D. Furnish all survey notes at least weekly. (SCR 152.04)

E. Compute and furnish calculations supporting pay quantities. (SCR 152.04)

13. Section 153. — Contractor Quality Control and Assurance.

A. 153.02 Qualifications. Provide a QC manager (QCM) with the following qualifications, and has no responsibilities for performing testing and inspection, managing the project, or performing operations other than managing quality control.

(a) One year of experience managing QC on highway construction projects of similar size, type, and complexity, and,

(b) One of the following:

(1) Two years’ experience as a construction project manager or superintendent on highway construction projects of similar size, type, and complexity;

- (2) Three years' experience as a project engineer, resident engineer, foreman, construction inspector, or equivalent on highway construction projects of similar size, type, and complexity; or
- (3) National Institute for Certification in Engineering Technologies (NICET) Level III certification or equivalent in highway construction or highway material.

B. 153.03 Quality Control Plan (QCP).

(a) Personnel. Provide a QCM, on-project during work, with authority to stop non-compliant work, or work that will result in non-compliance with contract requirements. Submit a letter, from a company officer or official with higher authority than the Superintendent, that authorizes the QCM to stop work.

Identify an alternate, meeting QCM qualifications, to act as QCM in the QCM's absence. Do not use an alternate as the QCM for more than three (3) days unless approved by the CO.

At least 14 days before starting work, submit names and qualifications of the QCM, any alternate, and any additional QC personnel being used on the project. Do not use QC personnel that have not been approved by the CO.

Provide a QCM (designated and alternates) that is exclusively dedicated to, and performs no duties other than, quality control management.

Furnish additional QC staff (inspectors, testers, reviewers, and clerical assistants) to complete the work specified in this Section.

At the preconstruction conference, submit a cost breakdown of the individual items included in the lump sum item for use in making progress estimate payments.

(b) Development. At least 14-days before starting a work feature, develop and submit a QCP, for each work feature listed below, that applies to the project, to be approved by the CO. The absence of a plan does not relieve the Contractor of complying with the contract requirements. Additional QCPs, and/or activities, may be required to provide effective quality management. The CO may request a QCP for additional work features that are not listed below:

- (1) Control of Material (Section 105);
- (2) Construction Survey and Staking (Section 152);
- (3) Soil Erosion and Sediment Control (Section 157);
- (4) Clearing and Grubbing (Section 201);
- (5) Removal of Structures and Obstructions (Section 203);
- (6) Excavation and Embankment (Section 204);
- (7) Rock Blasting; (Section 205);
- (8) Earthwork Geosynthetics (Section 207);
- (9) Structure Excavation and Backfill (Sections 208, 209);
- (10) Roadway Obliteration (Section 211);
- (11) Linear Grading (Section 212);
- (12) Subgrade Stabilization (Section 213);
- (13) Riprap (Section 251);
- (14) Rockery, Special Rock Embankment, and Rock Buttress (Section 252);
- (15) Recycled Asphalt Base (Section 310);

- (16) Asphalt Concrete (Sections 401, 403);
- (17) Concrete, Steel, and Timber Structures (Sections 552, 553, 554, 555, 557, 563, 564);
- (18) Drainage Structures (Section 602, 604, 605, 608);
- (19) Minor Structures (Sections 609, 615);
- (20) Stone Masonry (Sections 620);
- (21) Topsoil and Turf Establishment (Sections 624, 625);
- (22) Permanent Traffic Control (Section 633, 634);
- (23) Temporary Traffic Control (Sections 156, 635); and,
- (24) Signal, Lighting, and Electrical Systems (Section 636).

Provide a QCP for each work feature in a format approved by the CO.

Include process control sampling and testing in the QCP. Perform process control sampling and testing according to Subsection 153.05 and the QCP.

14. Section 155. — Schedules for Construction Contracts.

- A. 155.02 Preliminary Work Plan.** Only mobilization, temporary traffic control, and Section 637 work, is allowed before a preliminary work plan is accepted. A preliminary work plan is a written narrative of contract activities for the first 45 days after The Notice to Proceed has been issued.
- B. 155.03 Initial Construction Schedule.** Prepare a construction schedule according to Subsection 155.06. Within 20 days after the Notice to Proceed has been issued; submit three Paper copies, one electronic copy according to Subsection 103.06, and one electronic copy in the native file format.

Show completion of work within the contract time.

Allow 10 days for approval or rejection of the schedule. If rejected, submit a revised schedule within 10 days.

If an acceptable schedule is not received within 30 days after the Notice to Proceed is issued, the CO may withhold approval of progress payments in full or in part.

A. Notice to Proceed date and completion date. (FAR 52.211-10)

- 1. NTP Date, [INSERT DATE], work is contingent on receiving specified submittals such as the preliminary schedule and QC plan.
- 2. Fixed Completion Date, [INSERT DATE].

B. Work shift time and days. Furnish notification at least 14 days in advance of any change to the work shift schedule.

C. General discussion of work expected schedule.

15. Section 156. — Public Traffic.

A. 156.04 Accommodating Traffic During Work.

Immediately open the road to emergency vehicles.

[INSERT REQUIREMENTS]

16. Section 157. — Soil Erosion Control.

A. 157.03 Qualifications.

Provide an Erosion Control Supervisor (ECS) meeting one of the following criteria:

- (a) Alaska Certified Erosion and Sediment Control Lead (AK-CESCL);

- (b) Idaho Water Pollution Control Manager (WPCM);
- (c) Montana Department of Environmental Quality (DEQ) SWPPP Administrator;
- (d) Oregon Department of Transportation (ODOT) Certified Erosion Sediment Control Manager (ESCM);
- (e) Washington State Certified Erosion and Sediment Control Lead (CESCL);
- (f) Other State DOT-Approved Erosion and Sediment Control Certification;
- (g) Certified Professional in Erosion and Sediment Control (CPESC);
- (h) Certified Professional in Storm Water Quality (CPSWQ);
- (i) Certified Erosion, Sediment and Storm Water Inspector (CESSWI);
- (j) National Institute for Certification in Engineering Technologies (NICET) Erosion and Sediment Control Level 3 or 4; or
- (k) Certified Inspector of Sediment and Erosion Control (CISEC).

B. Soil Erosion Control. – Continued

1. Drive within legal posted speeds.
2. Lower driving speed to conditions of the roadway.
3. Reduce speed in areas with houses to reduce dust on gravel/dirt roadways and for overall safety of all road users.
4. Work site protections – Keeping out public during non-working hours will keep areas safe.

C. 157.04 General.

Provide and install permanent and temporary measures to control erosion, sedimentation, and discharge of pollutants, according to the Alaska Pollutant Discharge Elimination System (APDES), National Pollutant Discharge Elimination System (NPDES), the Construction General Permit (CGP), the project Storm Water Pollution Prevention Plan (SWPPP) of record, and this contract.

Immediately report to the CO any incident of non-compliance with the CGP that may endanger health or the environment.

18. Section 201. – Clearing and Grubbing.

- A. 201.03 General.** Construct erosion control measures according to Section 157. Perform work within designated limits.

Do not damage vegetation designated to remain. If damage occurs, repair or replace the vegetation in an acceptable manner. Where possible, preserve vegetation adjacent to bodies of water. Treat cuts or scarred surfaces of trees and shrubs with tree wound dressing.

19. Section 203. – Removal of Structures and Obstructions.

- A.** This work includes: [INSERT TYPE OF WORK HERE].

20. Section 204. – Excavation and Embankment.

A. 204.06 Roadway Excavation

Dispose of unsuitable or excess excavation material according to Subsection 204.14. Replace shortage of suitable material caused by premature disposal of roadway excavation.

Discussion – About roadway excavation material, Sections 204.10 and 204.14

21. Section 205. – Rock Blasting.

- A. 205.03 Regulations.** Comply with Federal, state, and local regulations for the purchase, transportation, storage, and use of explosive material. Federal regulations include the following:
- (a) Safety and health.** OSHA, 29 CFR Part 1926, Subpart U.
 - (b) Storage, security, and accountability.** Bureau of Alcohol, Tobacco, and Firearms (BATF), 27 CFR Part 555, *Commerce in Explosives*.
 - (c) Shipment.** DOT, 49 CFR Parts 171-179, 390-397.
 - (d) National Park Service.** For projects in National Park Service lands, comply with National Park Service Director's Order No. 65, *Explosives Use and Blasting Safety*.

B. Discuss blasting plans.

22. Section 207. — Earthwork Geosynthetics.

- A. 207.03 General.** Identify, store, and handle geosynthetics according to ASTM D4873 and the manufacturer's recommendations. Elevate and protect geosynthetic rolls with a waterproof cover if stored outdoors. Limit geosynthetics exposure to less than 10 days of ultraviolet radiation.

23. Section 208. — Structure Excavation and Backfill for Selected Major Structures.

- A. 208.03 General.** Follow OSHA safety regulations 29 CFR, Part 1926, Subpart P, *Excavations* for sloping the sides of excavations, using shoring and bracing, and using other safety features. When sides of excavations are sloped for safety considerations, submit one copy of the design that demonstrates conformity with OSHA regulations. Where support systems, shield systems, or other protective systems are to be used, design the shoring according to Section 562. Submit drawings and construction details according to Subsection 104.03.

B. 208.07 Dewatering.

Construct diversion according to section 107.10 and 157.10.

Pump turbid water from work areas to a temporary storage and treatment site or into upland areas at least 100 feet from surface waters to allow turbid water to disperse and filter through vegetation prior to re-entering the stream channel. If fish may be present during pump dewatering, the intake must have a fish screen(s) and be operated according to NMFS fish screen criteria.

24. Section 251. — Riprap.

- A. 251.03 General.** Perform the work under Section 209. Dress the slope to produce a smooth surface. If geotextile filter is required, place according to Section 207.

Discussion – Riprap Method A and B, Riprap Ditch Method A

25. Section 253. — Gabions and Revet Mattresses.

- A. 253.03 General.** Verify the limits of the structure. Submit drawings according to Subsection 104.03. See Section 257 for Contractor-designed gabion walls.

Perform excavation and backfill according to Section 209.

26. Section 255. — Mechanically-Stabilized Earth Walls.

- A. 255.03 General.** Verify limits of the wall installation. Do not perform ground disturbing activities at a wall site until the wall installation limits at that site has been verified.

- B. 255.04 Wall Erection.** Erect the wall according to the plans. Construct MSE walls to the tolerances shown in Table 255-1.

27. Section 256. — Permanent Ground Anchors.

- A. **256.03 Qualifications.** Provide a professional engineer, on-site supervisor, and installation personnel with experience installing and testing permanent ground anchors. Submit the following for approval at least 30 days before starting work:
- (1) Names of personnel; and
 - (2) A résumé for each individual describing their experience on at least five ground anchor projects of similar complexity over the past 5 years. Include project names, locations, and contact information for project owners.

28. Section 258. — Reinforced Concrete Retaining Walls.

- A. **258.03 General.** Verify the limits of the wall installation. Prepare and submit forms, falsework drawings, and drainage provisions according to Section 562. See Section 257 for Contractor-designed reinforced concrete retaining walls.

Perform the work under Section 208.

After excavation is complete, request approval as to the character and suitability of the foundation material. Allow the CO 24 hours to review and approve the foundation before constructing the footing.

29. Section 301. — Untreated Aggregate Course.

- A. **301.03 General.** Prepare surfaces receiving aggregate courses according to Section 204 or 303 as applicable.

After a representative quantity of aggregate is produced, submit proposed target values for the appropriate sieve sizes along with a representative 400-pound (180-kilogram) sample at least 14 days before incorporating the aggregate into the work. Submit target values to the CO. Submit aggregate samples to the Vancouver Laboratory, using mailing tags provided by the CO.

30. Section 309. — Emulsified Asphalt-Treated Base Course

- A. **309.03 General.** Prepare the surface on which the emulsified asphalt-treated aggregate base course is placed according to Section 204 or 303 as applicable.

After a representative quantity of aggregate is produced and at least 14 days before incorporating the aggregate into the work, submit the following:

(a) Proposed target values for base aggregate within the gradation ranges shown in Table 703-2 for the required gradation. List the percent passing for all sieve sizes shown in Table 703-2. Target values for non-specification sieves are necessary for performing *The Humphres Method of Granular Soils*.

(b) A representative 400-pound (180-kilogram) aggregate sample. Submit the aggregate sample to the Vancouver Laboratory, using the mailing tags provided by the CO.

End placement and resubmit new target values if the calculated mean value for a sieve differs from the target value by more than the allowable deviation for that sieve.

31. Section 310. — Cold In-Place Recycled Asphalt Base Course.

- A. **310.06 Weather Limitations.** Do not begin work when fog, showers, rain, frost, temperatures below 35 °F (2 °C) are anticipated within 24 hours.

Place cold in-place recycled asphalt base on a dry, unfrozen surface when the air temperature in the shade and the road surface temperature are 50 °F (10 °C) and rising.

32. Section 401. — Asphalt Concrete Pavement by Gyrotory Mix Design Method.

- A. **401.03 Composition of Mix (JMF).**

(a) **RAP.** Limit the quantity of RAP by mass in the JMF to 20 percent.

(b) **Baghouse fines.** If used, document how baghouse fines are reintroduced and measured. Submit target values for the percent of baghouse fines reintroduced to the JMF if they are a separate stockpile.

33. Section 403. — Asphalt Concrete.

A. 403.02 Composition of Mix (JMF). Conform to current state department of transportation materials specifications for asphalt concrete.

(a) Type I. Submit a state department of transportation JMF approved within the past 12 months for approval at least 30 days before production.

34. Section 405. — Open-Grade Asphalt Friction Course.

A. 405.03 Composition of Mix (JMF).

(a) Submission. Submit a written JMF, mix design reports, applicable charts, and design data for verification at least 30 days before production

35. Section 407. — Chip Seal.

A. 407.03 Qualifications. Provide a superintendent and foreman with experience in placing chip seals. Submit the following for approval at least 14 days before starting chip seal work:

(a) Names of personnel; and

(b) A résumé for each individual describing their experience on at least five chip seal projects of similar complexity.

36. Section 409. — Micro Surfacing.

A. 409.04 Composition of Mix (JMF). Submit a written JMF for micro surfacing which conforms to ISSA A143, *Recommended Performance Guideline for Micro Surfacing* for approval at least 14 days before production.

37. Section 410. — Slurry Seal.

A. 410.04 Composition of Mix (JMF). Submit a written JMF for asphalt slurry seal which conforms to ISSA A105, *Recommended Performance Guideline for Emulsified Asphalt Slurry Seal* for approval at least 30 days before production.

38. Section 501. — Minor Concrete Pavement.

A. 501.13 Opening to Traffic. Do not allow traffic on new concrete pavement earlier than 14 days after concrete placement unless concrete tests indicate one of the following conditions is obtained:

(a) Flexural strength of 550 pounds per square inch (4 megapascals) according to AASHTO T 97; or

(b) Compressive strength of 4000 pounds per square inch (28 megapascals) according to AASHTO T 22.

Do not allow traffic on the pavement when joint sealant is tacky and traffic debris would imbed into the sealant.

39. Section 551 – Driven Piles.

A. Equipment and wave equation submittal at least 30 days before pile driving begins.

40. Section 552. — Structural Concrete.

A. 552.03 Composition (Concrete Mix Design).

Submit written concrete mix designs for approval at least 36 days before production.

Do not begin production until the mix design is approved by the CO.

41. Section 553. — Prestressed Concrete.

A. Discuss prefabricated elements – fabrication schedule, supplier information. (This information is needed to provide to Structures and Materials for setting-up agreements with DOT agencies for onsite inspection).

42. Section 554 – Reinforcing Steel**43. Section 555 – Steel Structures**

44. Section 556 – Bridge Railing**45. Section 562 – Temporary Works****46. Section 564 – Bearing Devices.****A. 564.03 General.**

(a) Drawings. Submit drawings according to Subsection 104.03 and Section 18 of the AASHTO, *Load and Resistance Factor Design (LRFD) Bridge Construction Specification*. Show details of bearings including material proposed for use. Do not begin fabrication until drawings are approved by the CO.

47. Section 565 – Drilled Shafts.

A. 565.03 Qualifications. Provide a crosshole sonic logging engineer, on-site supervisors, and installation personnel with experience installing and testing drilled shafts.

B. Discuss Construction Plan**48. Section 567 – Micropiles.**

A. Discuss Qualifications and Construction Plan

49. Section 569 – Concrete Overlays for Bridge Decks.

A. 569.03 Qualifications. Provide an on-site supervisor with experience completing of at least two overlay projects with the specific overlay class within the last 3 years.

50. Section 601 – Minor Concrete Structures.

A. 601.03 Composition (Concrete Mix Design). Conform to Table 601-1. Before batching concrete, submit the proposed concrete proportions for approval on FHWA Form 1606, *Minor Concrete Mix Design Trial Batch Summary* or other approved form.

51. Section 602. — Culverts and Drains**A. 602.03 General.**

Plans show the size, length, and approximate location of culverts. Determine final location, skew, length, elevations, and grade according to Section 152. Do not order culvert material until the CO has accepted the final structure size, length, and alignment.

B. Discussion

1. Any culvert or drain items of work

2. Culvert installation(s)

52. Section 604 – Manholes, Inlets, and Catch Basins.**A. 604.03 General.**

Separate catch basins and inlets from adjacent concrete structures with at least ½-inch (13-millimeter) thick preformed expansion joint.

53. Section 607 – Cleaning, Relaying, and Repairing Existing Drainage Structures**54. Section 610 – Horizontal Drains.**

A. 610.03 Qualifications. Provide on-site supervisors and installation personnel with experience installing and testing horizontal drains.

B. 610.04 General. Verify location, elevation, spacing, and orientation of the horizontal drains installation.

55. Section 611 – Water Systems.**A. 611.03 General.**

Submit at the preconstruction conference, a certified cost breakdown by individual items when water systems are paid the lump sum item for use in making progress payments and price adjustments.

Obtain permits, arrange for inspections, and pay fees necessary to obtain water service.

Coordinate service interruptions with the user or owner of the waterline. Provide temporary waterlines to ensure a water supply is maintained. Connection work may be required during times other than normal working hours. Do not stop work on a connection until it is completed.

Dispose of disinfectant for water lines according to Subsection 107.01. Do not dispose of disinfectant in a manner that could enter a body of water.

56. Section 617 – Guardrail.

- A. 617.03 General.** Furnish guardrail systems and terminals that are crashworthy. When flared or tangent terminals are required, submit drawings from the manufacturer for the terminals according to Subsection 104.03.

Apply weathering agent to all galvanized steel guardrail system and terminal section components according to Section 563.

57. Section 618 – Concrete Barriers and Precast Guardwalls.

- A. 618.03 General.**

Construct barriers and guardwalls that are crashworthy.

Furnish concrete Class A(AE) conforming to Section 552.

58. Section 619 – Fences, Gates, Cattle Guards and Bollard Post.

59. Section 620 – Stone Masonry.

- A. 620.03 General.** Submit stone samples representing the range of colors and sizes to be used 14 days before beginning work.

60. Section 621– Monuments and Markers.

- A. 621.03 Monuments and Markers.** Reestablish or locate permanent points according to Subsection 107.01 and Section 152.

61. Section 622. — Rental Equipment.

- A. 622.01** This work consists of furnishing and operating equipment for the construction work as ordered by the CO and listed below. Work under this Section does not include equipment time used to perform work provided for under any other pay item shown in the bid schedule. The work anticipated under this Section includes:

(a) [INSERT WORK DESCRIPTION]

- B. 622.02 Rental Equipment.**

Submit the model number and serial number for each piece of equipment before use. Make equipment available for inspection and approval before use.

62. Section 623. — General Labor.

- A. 623.02 Workers and Equipment.** Furnish competent workers and appropriate hand tools for the work.

Obtain approval of the length of workday and workweek before beginning work. Keep daily records of the number of hours worked. Submit the records along with certified copies of the payroll.

63. Section 624. — Topsoil.

- A. 624.04 Placing Topsoil.** Provide at least 7 days' notice before the start of topsoil placement.

64. Section 625. — Turf Establishment.

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- A. 625.03 General.** Apply turf establishment to finished slopes and ditches between [INSERT DATE] and [INSERT DATE]. Do not apply turf establishment during windy weather or when the ground is excessively wet, frozen, snow covered, extremely dry, cloddy, hard pan, or not friable
- B. Discussion-**
1. Turf establishment requirements
 2. Time and communication to get seed
- 65. Section 626. — Plants, Trees, Shrubs, Vines, and Groundcovers**
- A. 626.03 General.**
- Tag each plant or groups of plants with a weatherproof tag showing species name and date of delivery.
- Install plants received on site within 7 days.
- B. 626.04 Delivery.** Notify the CO 30 days before delivery of material to permit the CO the opportunity to select material at the source. Submit commercial certifications and complete written information concerning the source of supply for plant material at least 14 days before delivery of plants to the project.
- 66. Section 633. — Permanent Traffic Control.**
- A. 633.03 General.** Furnish and install permanent traffic control devices according to the MUTCD and permanent traffic control plans. Provide traffic control devices that are crashworthy.
- Sign locations may be changed to fit field conditions as approved by the CO. Determine sign support lengths at time of staking.
- 67. Section 634. — Permanent Pavement Markings.**
- A. 634.03 General.** Submit manufacturer’s MSDS and product data sheets at least 7 days before applying pavement markings. A field demonstration may be required to verify the adequacy of the material.
- 68. Section 635. — Temporary Traffic Control.**
- A. 635.01** This work also includes providing the services of a Traffic Control Supervisor.
- B. 635.03 Qualifications.** Provide flaggers certified by ATSSA, the National Safety Council, a state department of transportation, or other acceptable organization. Use pilot car operators conforming to the qualifications of a flagger.
- C. 635.07 Construction Signs.**
- Remove or completely cover unnecessary signs. Use metal, plywood, or other acceptable material to cover signs. Do not use adhesive glue, tape, or mechanical fasteners that mar the face of the panel of the sign to be covered.
- 69. Section 636. — Traffic Signal, Traffic Counter, Lighting, and Electrical Systems.**
- A. 636.03 Regulations and Codes.**
- Obtain permits, arrange for inspections, and pay fees necessary to obtain electrical service.
- Notify the CO, local traffic enforcement agency, utility companies, or railroad company at least 7 days before operational shutdown to coordinate connections or disconnections to an existing utility or system.
- B. 636.04 General.** At the preconstruction conference, submit a certified cost breakdown for all lump sum items for use in making progress payments and price adjustments.
- Submit a list of proposed equipment and material 14 days before installation. Include the manufacturer’s name, size, and identification number of each item.
- The CO will approve the exact locations of the systems.

70. Appendix J — Fire Protection and Suppression Plan

- A. Fire Control
- B. Fire Precautions
- C. Fire Tools
- D. Fire Security

71. Additional Comments.

- *At the completion of the meeting notes and comments will be collected and added to the agenda before it is provided for signature by the contractor and the government.*

CERTIFICATION: The preceding items have been discussed.

Signature for the Contractor: _____

Signature for the Government: _____