**Draft Preconstruction Meeting Agenda Template**

Iowa DOT Project Number(s)

Description

Meeting date/time

*After award of the contract and prior to starting work on the project,* ***the LPA shall schedule a meeting between the Contractor, Administering Bureau, PIRC, Project Engineer, and subcontractors****. It is important to also invite any other affected or interested parties including utilities, railroad, emergency response, and businesses that may be affected by the construction. The meeting is generally conducted to discuss project requirements and administrative details.*

*The intent of this draft preconstruction meeting agenda is to help start conversations that are beneficial to everyone prior to the start of the construction project so potential problems can be avoided. This template is not intended to cover everything, but rather a place for the local public agency and/or consultant to start when planning their preconstruction meeting. Please delete the items that are not relevant to your project, add project specific items that are relevant, and modify as you see fit. Green text is meant to be instructional and should be deleted before finalizing agenda.*

*Please note that a virtual option (or conference call) is strongly encouraged to enable higher participation.*

1. **Introductions – Attendance Sheet**  *(Click here for downloadable* [*Attendance Sheet*](https://www.iowadot.gov/Construction_Materials/inspection_tools/mobile_forms/Precon%20sign%20in%20sheet%20Generic.pdf)*)*
2. **Administrative Details**

Project Personnel – Iowa DOT

* + - Regional Field Engineer:
    - Regional Field Technician:
    - District Materials Engineer *(when applicable or requested)*
    - District Materials Technician *(when applicable or requested)*
    - Civil Rights Contract Compliance Officer (for Federal-aid projects only): *(when applicable or requested)*
    - FHWA: *(when applicable or requested)*

Project Personnel - LPA (Contracting Authority)

* + - Person in Responsible Charge:
    - Project Engineer:
    - Project Inspector(s):

Project Personnel - Contractor

The Contractor shall submit in writing, to the Project Engineer, the name of an authorized representative on the project. Representative will be empowered to coordinate with all operations of subcontractors and negotiate with the engineer any questions concerning extra work, including extra work performed by a subcontractor.

Superintendent

* + - Name:
    - Phone Number:

Foreman

* + - Name:
    - Phone Number:

24-hour Contact

* + - Name:
    - Phone Number:

Certified Plant Inspector (required for all plant materials incorporated into the project)

* + - Name:
    - Phone Number:

Traffic Control Technician (must be contractor employee, not subcontractor)

* + - Name:
    - Phone Number:

Safety Officer

* + - Name:
    - Phone Number:

Subcontractor Info

* + - Name:
    - Phone Number:
    - Items of Work:

Construction Schedule/Operations

1. Late Start Date:
2. Working Days:
3. Liquidated Damages:
4. Contractor’s Proposed Start Date:
5. Contractor’s Proposed Schedule/Staging:
6. Suspensions of Working Days (for early or preliminary work, i.e. bats and birds):
7. Temporary access considerations:
8. Reminder: Contractor required to maintain access to adjacent properties per [1107.08](https://www.iowadot.gov/erl/current/GS/content/1107.htm) of the Standard Specifications.
9. Days/Hours of operation:
10. Special Events:
11. Route Restrictions and Permits:

Utilities

1. Iowa One-Call
2. Known Utilities
3. Discuss Conflicts
4. ROW, Archeological/Historical Preservation Constraints
5. Utility Contact information (Consider providing table of utility contacts)
6. Utilities questions/comments:

Coordination Comments (Law Enforcement, Schools, Transit Agency, Railroad, Ag Businesses, Adjacent Properties, Livestock Considerations, Special ADA Considerations, Post Office, etc.)

Contract Details *(Most of this information can be found in the Contract Documents Drawer within Doc Express)*

* + 1. DBE commitment *(if applicable)*
    2. Project notes on contract
    3. Addendum(a) on contract
    4. BidX questions and answers (found in BidX)
    5. Developmental Specifications, Supplemental Specifications, and Special Provisions on contract

Change Orders

1. No additional work shall commence until change order is approved by the Engineer.
2. Send draft change orders to Regional Field Technician for review prior to obtaining signatures.

Contract Documents

* Contractors shall ensure that copies of plans, specifications, and special provisions are always available onsite to their representatives on the project.
* If Federal-aid project, FHWA 1273 Form shall be included in all sub-contractor agreements.
* Insurance Certificates: For projects let at Iowa DOT, the Contracts Bureau verifies Insurance certificate compliance when apply signatures to the Contract. The Prime Contractor is responsible for uploading renewals to the Contract Documents drawer after Contract signatures.
  + The Local Agency should verify the Contractor has valid insurance and when required, that insurance renewals meet minimum requirements.
  + For project running through CPS, insurance renewals should also be sent to [DOT-ContractorPay-Finance@iowadot.us](mailto:DOT-ContractorPay-Finance@iowadot.us).

Wage Rates  *(This typically would only apply to a contract with Federal aid. The specific wage rate decision can be found in the contract.) Identify if Predetermined Wages are in effect on the contract. If so:*

1. All wages paid must conform to wage and hour provisions for the contract.
2. Wage rate interviews for all contractors with work over $10,000 *(found in the Subcontractor Request and Approval document)*.
   * 1. Reminder that the Contractor should coordinate with LPA to ensure wage rate interviews are complete before subs demobilize.
3. Engineer reviews the payrolls received from contractors and subcontractors carefully to be sure information is complete and accurate. If problems are noted, payments to the contractor may be impacted until the problems are resolved.
4. Fringe benefits paid to plans/programs need to be defined with first payroll submittals.
5. Any employees paid less than the minimum wage due to apprenticeships must have their apprenticeship documentation uploaded.
6. Comment in DocExpress when a compliance review is performed on a certified payroll.
   1. Remember to mark Payrolls as “received” as soon as they are uploaded by the Contractor.

EEO Board with Postings

The Contractor will have a bulletin board posted on the jobsite available to all employees in a location where employees congregate. The board is erected before work begins and remains until Form 830435 is signed.

*Specific discussion items:*

1. Placement of EEO board.
2. Posters for alternative languages and subcontractor approval letter (update after letting if additional subs are added).
3. Availability of sanitary facilities on site.

Materials

1. Materials Acceptance Report can be found in the Items & Materials drawer in Doc Express.
2. Source of materials list is to be submitted prior to the Preconstruction Meeting.
3. No certification for materials, no payment.
4. Stockpiled materials to be paid for as per Chapter 2.51 of [Local Systems I.M. 6.000, Attachment D](https://www.iowadot.gov/local_systems/publications/im/6000d.pdf).
5. A list of all certified technicians (i.e., cert plant inspectors, traffic control tech, erosion control tech, etc.) is to be submitted by the Contractor to Doc Express.
6. Contractor to submit shop drawings to Doc Express for review. All submittals must be transitioned to “Approved By Contractor” before documents can be reviewed.

Subcontracting *(See* [*I.M. 6.000 - Attachment D*](https://www.iowadot.gov/local_systems/publications/im/6000.pdf) *for SiteXchange instructions)*

* + - 1. Verify complete Subcontractor list is in Contract Documents Drawer of Doc Express.
      2. Additional subcontractor requests or modifications must be submitted and approved by the Project Engineer via a .con file for original contract items or [Form 830231](https://iowadot.seamlessdocs.com/f/SubcontractRequests) for extra work items by change order. Project Engineer will then submit to Contracts.
      3. Discuss portions of work to be performed by DBE subcontractors. See <https://iowadot.gov/civilrights/Disadvantaged-business-enterprise-program-DBE/DBE-Program> for more information. (if applicable)

Weekly Report of Working Days (Standard Specifications [1108.02.H](https://www.iowadot.gov/erl/current/GS/content/1108.htm))  
During the contract period, the Project Engineer will prepare and upload into Doc Express each week a Weekly Report of Working Days form ([Form 830238](https://iowadot.seamlessdocs.com/f/WeeklyReportofWorkingDays) or Appia Time Charge) showing working days charged that week. Note: Specifications relative to Working Days charged on Saturdays the contractor works was revised with the April 18, 2023 ERL Update. Proposal notes stating the same were added to most projects, unless specifically requested otherwise, starting with the October 2022 letting. See differences in specification language below and verify how it impacts your project.

1. The Contractor’s objections to days charged must be submitted in writing to the Project Engineer within 10 calendar days from the date uploaded into Doc Express.
2. Projects let pre-October 2022 (Verify Proposal Notes) Working days will not be charged for Saturdays, Sundays, and recognized legal holidays the Contractor does not work. Work not requiring inspection may be performed on Saturdays with no time charged.
3. Projects let in October 2022 or later (Verify Proposal Notes) Working days will not be charged for Saturdays, Sundays, and recognized legal holidays the Contractor does not work. Work may be performed on Saturdays with no time charged.

Right of Way, Private Access

Roadway right-of-way adjoins private property. Any infringement or trespassing upon such private property could cause damage that would become a liability to the person or organization involved.

1. Submit all agreements with the private landowner(s) to Doc Express.
2. Maintaining good relations with the public is also important.

Safety

1. Contractor must comply with provisions of the Federal and State Occupational Safety and Health Acts. Refer to [1107.07](https://www.iowadot.gov/erl/current/GS/content/1107.htm) of the Standard Specifications regarding safety responsibilities on construction projects.
2. Requirement for all employees to wear approved high-visibility apparel as per 23 CFR 655.603 and 6D.03.04 of the MUTCD. See [Standard Specification 2528.03, O, 3](https://www.iowadot.gov/erl/current/GS/content/2528.htm).
3. Refer to [Construction Manual 12.03](https://www.iowadot.gov/erl/current/CM/content/CM%2012.00.htm) regarding railroad company policies and agreements. (if applicable)

Storm Water Permit (NPDES) (if applicable)

1. The Contractor's Erosion Control Implementation Plan (ECIP) and schedule for control of water pollution shall be uploaded to Doc Express **prior to the preconstruction meeting**.
2. The Contractor needs to upload to DocExpress the Storm Water Co-permittee Certification Statements ([Form 830215](https://iowadot.gov/forms/830215-Co-Permittee-Certification.pdf)) for all contractors (including the prime). Discuss joint site inspections and keeping site maps updated.
3. Storm water discharge requirements, if applicable, should be discussed.
4. For projects regulated by NPDES storm water permit, identify the individual(s) that have completed the Iowa DOT Erosion & Sediment Control Basics (ESC Basics) web-based training and will be onsite daily and the submit to Doc Express the Contractor’s Erosion Control Technician (ECT). Identify the Prime Contractor’s Water Pollution Control Manager.
5. Contractor must seed, stabilize, or mulch any areas that has work permanently ceased on any portion of the site, or temporarily ceased on any portion of site and will not resume for a period exceeding 14 calendar days.

Payments

1. Discuss mobilization payment (if not already made)
2. Discuss railroad insurance payment (if applicable and not already made)
3. Discuss frequency of payments.
4. Review all plan quantity pay items that shall be paid by the quantity shown in the plans and shall not be measured per specification.
5. Measurement of quantities may be based on contract quantities by a written Plan Quantity Agreement ([Form 830230](https://iowadot.gov/forms/830230-Contract-Quantity-Agreement.pdf)).
6. Measurement and payment of quantities per [1109.01](https://www.iowadot.gov/erl/current/GS/content/1109.htm) of the Standard Specifications.
   1. Review any pay items that are by Standard Specification measured by cross section at the written request of the Contractor prior to excavation (such as Class 10 or 20 excavation). Does the contractor agree to accept plan quantity for the above identified items?

Contractor’s Use of Social Media

If a contractor intends to use social media to provide updates to the public, the Contractor is to notify the Project Engineer so they can review the information.

Contractor Furnished Borrow Sites (if applicable)

1. Discuss where material is coming from & how it’s getting to the site.
2. Discuss certification/permits/clearances are the responsibility of the Contractor.
3. Contractor shall furnish agreements for borrow sites on private property.
4. See Standard Specification [2102.03.F](https://www.iowadot.gov/erl/current/GS/content/2102.htm) for additional information.

Buy American requirement (if applicable)

All products of iron, steel, or coating of steel which are incorporated into the work on a Federal-Aid project shall be of domestic origin and shall be melted and manufactured in the United States per [1107.06.B](https://www.iowadot.gov/erl/current/GS/content/1107.htm) of the Standard Specifications.

Electronic Ticketing (E-Ticketing)

Will the Contractor be utilizing electronic tickets for any of the project materials? If so, discuss the following or use [DS-23032](https://iowadot.gov/specifications/ds/2023/DS-23032.pdf), if applicable:

1. What information will be required on the tickets?
2. How will that information be displayed?
3. Who will be responsible for ensuring the information is accurate and complete at the source?
4. Who will be providing the information on the tickets in the field?
5. Who will need access to the tickets and who will be responsible for adding those users?
6. If a cellular signal on the project is not available, what provisions will be made so that the information will be available on the project site?
7. Are any special devices necessary for accessing the E-ticket information? If so, who will provide them?

Traffic Control

* + 1. Signing and barricade responsibilities detailed in Standard Specification [1107.09A](https://www.iowadot.gov/erl/current/GS/content/1107.htm).
    2. Discuss detour route responsibility.
    3. Incremental and proportional payment for traffic control pay item will be made upon receipt of traffic control daily diaries per [2528.01](https://www.iowadot.gov/erl/current/GS/content/2528.htm) of the Standard Specifications.
    4. Discuss frequency of diary uploads to DocExpress.

Construction survey requirements

For contractor furnished survey, discuss required pre-staking paperwork. See Standard Specification [2526.03, b-d.](https://www.iowadot.gov/erl/current/GS/content/2526.htm)

Special notes on plans, proposals, special provisions, and other project specifics (if not discussed already)

1. Plant location, if applicable:
2. Equipment storage location:
3. Material storage location:
4. Discuss if the Contractor has discovered any errors or omissions in the plans or any of the Contract Documents.
5. Value Engineering proposal (if applicable)

**Any other questions/comments/discussion:**