

CDOT Construction Manual

APPENDIX A CONFERENCE AGENDAS

July 2002 [Revised 08-04, 11-08, 12-08, 3-09, 4-09, 9-09 2-11, 01-12, 02-12]

[Page Intentionally Blank]

APPENDIX A

CONFERENCE AGENDAS

Appendix A contains several example Conference Agendas to assist in facilitating meetings for various conferences required by the Department, including:

- Preconstruction Conferences [Revised 2-23-12];
- Hot Mix Asphalt Pre-Paving Conferences [Revised 01-10-12];
- Hot-Mix Asphalt QC/QA Conferences [Revised 01-05-12];
- Pre-Demolition Conferences [New 12-1-06];
- Pre-Erection Conferences [New 12-1-06];
- Structural Concrete Pre-Pour Conferences;
- Concrete Pavement Pre-Paving Conferences; and
- Concrete Pavement QC/QA Conferences.
- Environmental Preconstruction Conferences and Attendance Roster [Revised 2-17-11]

Where extensive utility adjustments or relocations are involved, it is desirable to hold an additional Preconstruction Conference to resolve and coordinate utility issues. All affected utility companies should attend this meeting, and the Contractor should furnish a detailed construction schedule of proposed utility activities to facilitate coordination. Where the project requires extensive survey work, use the Pre-Survey Conference Agenda that is presented in the *CDOT Survey Manual*.

Each of these examples present a minimum set of topics that should be discussed during the conference; however, not all topics will be covered for every project in every Region. Prior to its use, thoroughly read the content of the agenda and consider the special needs of the particular project and specific Region. Contact the Area Engineer in the Project Development Branch for additional information. Copies of these agendas are available from the Project Development Branch and the CDOT Intranet and Internet Web Site.

[Page Intentionally Blank]

PRECONSTRUCTION CONFERENCE NOTIFICATION AND AGENDA

The following examples include an example letter and facsimile transmittal notification for the Preconstruction Conference and an example Preconstruction Conference Agenda to assist in facilitating the meeting. This example presents a minimum set of topics that should be discussed during the Conference; however, not all topics will be covered for every project in every Region. Prior to its use, thoroughly read the Agenda's content and consider the special needs of the particular project and Region. Contact the Area Engineer in the Project Development Branch for additional information. Copies of this Agenda are available from the Project Development Branch and the CDOT Intranet and Internet Web Site.

[Page Intentionally Blank]

STATE OF COLORADO

DEPARTMENT OF TRANSPORTATION



Project Development Branch
4201 East Arkansas Avenue, 4th Floor
Denver, Colorado 80222
(303) 757-9331
FAX (303) 757-9868

January 2, 2002

Re: NH66-066, 11111

Good Aim Construction
14555 Lost Road
Aurora, CO 80011

Gentlemen:

This is to confirm that the Preconstruction Conference for this project has been scheduled for January 17, 2002. The conference will be held at 10:00 a.m. in the Conference Room at 555 Zang Street, (west on 6th Avenue to Simms/Union exit, south [left] to 4th Avenue, west [right] to Van Gordon Street, north [right] to frontage road [west] to Zang Street, left to first parking lot on the right, up first set of stairs into building).

If your superintendent is unable to attend, the meeting will be rescheduled. You may invite representatives of each subcontractor.

Also, you need to provide the information previously requested at least two working days prior to this conference. You may hand carry the information to the Resident Engineer's Office at 555 Zang Street, Suite 150, in Lakewood, or you may mail it to 2000 South Holly Street, Denver, CO 80222. Should you choose to mail it, please allow an additional three to four working days for delivery. Timely submittal of the information will assure that the conference need not be rescheduled and that the most productive conference can be held.

You must obtain consent to sublet portions of the work prior to that portion of the work beginning. A Form 205 - Sublet Permit Application is required for each subcontractor used on the project. CDOT will make every effort to expedite processing of the Forms 205; however, please plan on several days for the approval process. If you need copies of this form, please contact either the Resident Engineer or the Project Engineer listed below.

The general outline for the conference agenda will be as follows:

Project Organization	Right-of-Way
Utilities/Railroads	Materials
EEO and Labor Compliance	Safety
Project Status	Surveying
General Comments	

Colorado Department of Transportation

January 2, 2002

Page 2

Utility/Railroad/Entity companies with facilities affected by work on this project are:

<u>COMPANY</u>	<u>CONTACT</u>	<u>PHONE</u>
Public Service Company - Lighting & Dist.	Cheri Weers	571-2505
Public Service Company - Gas	Don Booton	571-3748
U.S. West Communications	John Jones	571-5555

City of Aurora

Should you have any questions, please call the Project Engineer at (303) 984-5260.

Sincerely,

Resident Engineer

cc: Federal Highway Administration
Project Development Branch
Bridge Design and Management Branch
Office of Public Relations
Region Maintenance Section
Region Traffic and Safety Section
Region Program Engineering Section, Right-of-Way Unit
Region Program Engineering Section, Materials Laboratory Unit
Region Program Engineering Section, Utilities Unit
Region Planning and Environmental Section
Region Landscaping Unit
Region Program Engineering Section, Survey Unit
Region Equal Employment Opportunity Office
Project Engineer
Head Tester
Resident Engineer
Project File

STATE OF COLORADO

DEPARTMENT OF TRANSPORTATION

Project Development Branch
4201 East Arkansas Avenue, 4th Floor
Denver, Colorado 80222
(303) 757-9331
FAX (303) 757-9868



January 2, 2002

Re: NH 66-066, 11111

FAX TO:

<u>COMPANY</u>	<u>CONTACT</u>	<u>FAX NUMBER</u>
Public Service Company - Lighting	Cheri Weers	303-595-4577
Public Service Company Elec. Distribution	Clint Berry	303-571-7866
Public Service Company - Gas	Don Booton	303-571-3826
U.S. West Communications	Bill Reed	303-451-2579
AT & T Cable Services/TCI of Colorado	Eric Carroll	303-603-5980
MCI Telecommunications Corporation	Jesse Padilla	303-214-7130
US Sprint	Larry Schneidmiller	303-789-4867
Denver Water Department	Paul McQuade	303-628-6851
Denver Wastewater Management (Const/Insp)	Dave Willett	303-446-3589
Metro Wastewater Reclamation District	Ron Maring	303-286-3030
Burlington Northern and Santa Fe Railway		

The Preconstruction Conference for the above-referenced project will be held on January 17, 2002, at 10:00 a.m., in the Conference Room at 555 Zang Street, Suite 150, in Lakewood, Colorado. The contract for this project has been awarded to Good Aim Construction.

If you have any questions, please call the Project Engineer or the Resident Engineer at (303) 984-5260.

Sincerely,

Resident Engineer

[Page Intentionally Blank]

PRECONSTRUCTION CONFERENCE AGENDA

Rev 02-23-2012

The items in the following agenda are minimum requirements that should be covered during the conference. The agenda may be used as is or as a base to develop a customized agenda.

Project Number:		Resident Engineer:	
Project Code (SA):		Project Engineer:	
Location:		Contractor:	
Date:		Superintendent:	
Time:		Foreman:	
I. Attendance Roster			
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

PRECONSTRUCTION CONFERENCE AGENDA (continued)			
I. Attendance Roster (continued)			
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

PRECONSTRUCTION CONFERENCE AGENDA (continued)

II. Project Organization and Status

Note: Partnering standard special provision - Contractor, subcontractor, CDOT and other stakeholders are encouraged to participate in this potentially beneficial practice

A. Colorado Department of Transportation Organization:

Resident Engineer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Project Engineer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Assistant Project Engineer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Lead Tester:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Maintenance Rep.:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	

B. Field Office:

CDOT:		Office Number:	
Location:		Fax Number:	
Contractor:		Office Number:	
Location:		Fax Number:	

C. Field Laboratory:

CDOT:		Office Number:	
Location:		Fax Number:	
Contractor:		Office Number:	
Location:		Fax Number:	

The Contractor is reminded of the requirements of subsections 105.01 and 105.14 of the *Standard Specifications* relative to the authority and duties of the Project Engineer. The Project Engineer has immediate charge of the administrative and engineering details of the project. The Contractor is cautioned that only the Project Engineer and/or the Resident Engineer 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 CDOT 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 Project Engineer. Submittals made to and received by other CDOT representatives will not be considered valid for the purpose of administration of the Contract.

D. City or County Representatives:

Name:		Mobile Number:	
Title:		Fax Number:	
Representing:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Representing:		Home Number:	
Office Number:		E-Mail Address:	

PRECONSTRUCTION CONFERENCE AGENDA (continued)			
II. Project Organization and Status (continued)			
E. Contractor's Organization:			
Superintendent:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Superintendent Designee #1:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Superintendent Designee #2:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Erosion Control Supervisor:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Public Information Officer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Safety Officer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Traffic Control Supervisor:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Fire Control Supervisor:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Project EEO Officer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
F. Contractor Personnel Authorized to Sign Contract Modification Orders:			
Name:		Mobile Number:	
Title:		Fax Number:	
Location:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Location:		Home Number:	
Office Number:		E-Mail Address:	

PRECONSTRUCTION CONFERENCE AGENDA (continued)				
II. Project Organization and Status (continued)				
G. Partial Payments:				
1. Requested Estimate Cutoff Date:				Comment:
2. Electronic Funds Transfer (EFT) Forms: Forms are available from (303) 757-9569 or (303) 757-9996.				
3. Prompt Payment: Subsections 107.01 and 109.06 of the <i>Standard Specifications</i> requires all Contractors to comply with the Prompt Payment Law (CRS 24-91-103(2)). This law requires the Contractor to pay all subcontractors, who satisfactorily perform in accordance with their subcontracts, within seven days of receiving payment from CDOT. Failure to comply with the Prompt Payment Law is reason for CDOT to withhold further progress payments.				
4. Retainage or Securities: The Contractor is responsible to prepare requests to reduce retainage in accordance with subsection 109.06 of the <i>Standard Specifications</i> . Release of subcontractor retainage is addressed in subsection 109.06 (f). The Contractor shall provide written notification to the Project Engineer indicative of their choice to use either retainage or securities.				
5. Forms: The Contractor shall be responsible for completing and submitting all required forms, instructing all subcontractors on the proper procedures for completing required forms, and for ensuring that all forms and reports are submitted and approved on a timely basis. Failure to do so may result in delays in payment of progress estimates.				
6. The Contractor will receive CDOT Form 96 – Contractor Acceptance of Final Estimate and return a signed original upon agreement. The CDOT Projects and Reporting Section will authorize final payment when the CDOT Form 96 is received, or 30 days after the certified mail receipt.				
Comments:				
H. Date of Notice to Proceed:				
Fixed Completion Date:				Comment:
Working/Calendar Days Allowed:				Comment:
Date Project Time Charges Begin:				Comment:
Date Construction Begins:				Comment:
Estimated Completion Date:				Comment:
I. List of Required Documentation from Contractors – See worksheet attached to CB 2011-3, Required Documentation from Contractors.				
J. Contractor’s Schedule (described in subsection 108.03 of the Standard Specifications, which also states that progress estimates will not be paid unless schedules & methods statements are submitted and updated on a monthly basis): (Check all that apply)				
	Submitted & Accepted	Rejected/Revise & Resubmit	Not Submitted	
Bar Chart				
Critical Path Method (default unless otherwise indicated)				
Controlling Items of Work: Discuss the controlling items of work identified in the Contractor’s CPM schedule. On simple projects that allow a bar chart to be used, discuss the salient features identified in the <i>Commencement and Completion of Work</i> special provision (attached to this agenda).				
Notes:				
K. Methods Statement: (Check one.)				
	Submitted & Accepted	Rejected/Revise & Resubmit	Not Submitted	
Methods Statement				
L. Contractor’s Proposed Construction Surveying Schedule:				
	Submitted & Accepted	Rejected/Revise & Resubmit	Not Submitted	Not Required
Surveying Schedule				
Date of Pre-Survey Conference:				Comment:
PRECONSTRUCTION CONFERENCE AGENDA (continued)				
II. Project Organization and Status (continued)				
M. Agreements to Access Private Property:				
The Contractor shall furnish the Project Engineer properly executed written documentation from property owners that authorizes the Contractor to				

<p>trespass on private property for any of the following conditions:</p> <ol style="list-style-type: none"> 1. Temporary livestock fencing outside the right of way. 2. Not installing livestock fencing and who will be held responsible until fence is installed. 3. Haul roads on private property not designated on the plans. 4. Waste or stockpile areas on private property not designated on the plans. 5. Equipment, camp, plant, or crusher sites on private property not designated on the plans. 6. Sources of aggregates, borrow, etc. on private property not designated on the plans.
<p>Comments:</p>
<p>N. Legal Gross Truck Weights:</p>
<p>Legal gross truck weights on all public roads outside the project limits will be controlled as follows (see subsection 105.18 of the <i>Standard Specifications</i>):</p> <ol style="list-style-type: none"> 1. If material is delivered to the project in a vehicle with a gross weight exceeding the legal limit, the material and the scale ticket will not be accepted. 2. The Contractor shall submit documentation for all persons and equipment that require certification or licenses, including certified weighers, scales, and water meters. 3. The Contractor shall submit a list of haul vehicles, including all information required by the Contract Specifications, prior to the beginning of hauling operations. This information must be resubmitted for any change of vehicle configuration.
<p>Comments:</p>
<p>O. Fuel Cost Adjustments – On Form 85, submitted at time of bid opening, per Revision of Section 109 Fuel Cost Adjustment, the Contractor chose to either accept or decline Fuel Cost Adjustments for this project, as follows:</p> <p style="text-align: center;"> <input type="checkbox"/> Accept Fuel Cost Adjustments <input type="checkbox"/> Decline Fuel Cost Adjustments </p> <p>Once bids are opened, the Contractor is not allowed to change that decision. Comments:</p>
<p>P. De Novo Litigation or Merit Binding Arbitration – Should the Contractor disagree with the Chief Engineer’s decision regarding a claim, according to subsection 105.24(f) of the Revision of Section 105, Disputes and Claims for Contract Adjustments, the Contractor has selected the following as his final means of resolving the claim:</p> <p style="text-align: center;"> <input type="checkbox"/> De Novo Litigation <input type="checkbox"/> Merit Binding Arbitration </p> <p>This Selection was made on this date on CDOT Form 1378. This can be changed at a later date only if both CDOT and the Contractor are in agreement. Comments:</p>
<p>Q. Standing Disputes Review Board (DRB) – The Contractor and CDOT shall submit the names of their proposed DRB members at the preconstruction conference.</p>

PRECONSTRUCTION CONFERENCE AGENDA (continued)

III. EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND LABOR COMPLIANCE

A. EEO Contacts:

Region EEO Representative:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Contractor DBE Officer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Contractor Company EEO Officer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Contractor Project EEO Officer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	

B. EEO and Labor Compliance Document Submittal:

The Contractor shall submit all documents pertaining to EEO and Labor Compliance to:

C. Good Faith Effort:

In accordance with the Standard Special Provisions, the Contractor must submit evidence to the Project Engineer that a good faith effort was made to solicit DBE subcontractor(s). CDOT Form 205 – Sublet Permit Application will be utilized to aid in reviewing the good faith effort. CDOT Form 205 is to be initialed and dated by the Contractor's DBE Liaison Officer as proof that DBE subcontractors were contacted. Although DBE Performance Goals are part of the Contract and are met by the Contractor, the Contractor is not relieved from making good faith efforts to contract with DBE subcontractors on other work items. DBE Goals:

D. Sexual Harassment:

Sexual harassment is defined as unwelcome and repeated sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one or more of the following conditions are met:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such individuals or others; or
3. Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Complaints of sexual harassment should be made in person or in writing to the Company Equal Employment Opportunity Officer or to the individual designated as the primary contact. Complaints must be kept confidential and investigated immediately. Comments:

PRECONSTRUCTION CONFERENCE AGENDA (continued)	
III. EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND LABOR COMPLIANCE (continued)	
E. Violence in the Workplace (see subsections 101.95 and 108.07 of the <i>Standard Specifications</i> and subsection 108.5.2 of the <i>Construction Manual</i>):	
Violence in the workplace will not be tolerated. This shall include, but is not limited to, abhorrent behavior of a threatening verbal or physical nature to any living or inanimate entity. Comments:	
F. Drug Use in the Workplace	
The Colorado Department of Transportation, as stated in Standard Specification section 107.01, requires that Contractors, subcontractors, and suppliers who participate in CDOT contracts maintain and enforce a workplace that is in compliance with all laws and regulations, including those relating to drug use. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during work hours, on CDOT premises, other work sites where employees may be assigned, or where the use during non-working hours impairs the employee's ability to perform his or her job is strictly prohibited. Contractors are responsible for compliance. If an incident should arise on a CDOT construction project when drug use is suspected or confirmed, the Project Engineer should immediately notify the Contractor. If there is a Contractor's employee who is impaired and incapable of safely performing the work, the Project Engineer will notify appropriate law enforcement and have the employee removed from the project in accordance with subsection 108.05 of the <i>Standard Specifications</i> . Comments:	
G. Project Bulletin Board:	
Location of Project Bulletin Board:	
Items posted on the Project Bulletin Board must be legible at all times. Any posted item that is illegible must be replaced immediately. The latest versions of the items may be obtained from http://www.dot.state.co.us/Bidding/PostBid/PostBid.htm . Comments:	

PRECONSTRUCTION CONFERENCE AGENDA (continued)			
IV. ENVIRONMENTAL AND WETLANDS			
A. Region Planning/Environmental Manager:			
Region Planning/Environmental Manager:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Clearance:			
Restrictions:			
Comment:			
B. Environmental Preconstruction Conference:			
The Environmental Preconstruction Conference is scheduled for _____ (insert date and time) at _____ (insert location).			
Comment			
V. RIGHT-OF-WAY			
Region Right-of-Way Supervisor:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Clearance:			
Restrictions:			
Comment:			
VI. UTILITIES			
Region Utilities Engineer:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
A. Electric:			
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Conflict Location:			
Relocation Schedule:			
Comment:			
B. Gas:			
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Conflict Location:			
Relocation Schedule:			
Comment:			

PRECONSTRUCTION CONFERENCE AGENDA (continued)

VI. UTILITIES (continued)

C. Telephone:

Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Conflict Location:			
Relocation Schedule:			

Comment:

D. Water:

Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Conflict Location:			
Relocation Schedule:			

Comment:

E. Sewer:

Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Conflict Location:			
Relocation Schedule:			

Comment:

PRECONSTRUCTION CONFERENCE AGENDA (continued)			
VI. UTILITIES (continued)			
F. Cable Television:			
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Conflict Location:			
Relocation Schedule:			
Comment:			
G. Railroad:			
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Conflict Location:			
Relocation Schedule:			
Comment:			
H. Other:			
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Name:		Mobile Number:	
Title:		Fax Number:	
Company:		Home Number:	
Office Number:		E-Mail Address:	
Conflict Location:			
Relocation Schedule:			
Comment:			

PRECONSTRUCTION CONFERENCE AGENDA (continued)

VII. SAFETY

Note: Per Section 107 – Project Safety Planning, prior to the start of construction, the Contractor shall designate the appropriate personnel, and submit the Project Safety Management Plan.

A. Project Safety Management Plan:

Safety Officer (and alternate Safety Officer):		Fax Number (including alternate's):	
Office Number (including alternate's):		Home Number (including alternate's):	
Mobile Number (including alternate's):		E-Mail Address (including alternate's):	
Insurance Company:			
Workmen's Compensation Carrier:			

Submitted	Not Submitted	Description	
		Project Safety Management Plan, including all specified items	
		Proposed safety and "Toolbox" meeting (schedule):	
		DOT Form 140 – Emergency Phone Numbers Card must be completed and posted at all phones on the project.	
		Sanitary facilities shall be provided by the Contractor in compliance with OSHA regulations and Section 620.	
		Copy of Certificate of Insurance showing inclusion of CDOT in its coverage.	Expiration Date:

B. Construction Zone Traffic Control (NOTE: Per Section 630 of the Standard Specifications – Construction Zone Traffic Control, Contractor's superintendent and all others serving in a similar supervisory capacity are required to complete a CDOT-approved two-day Traffic Control Supervisor training. Certification of completion shall be submitted to the Engineer at the Preconstruction Conference.) (NOTE: As of 1/6/06, NCHRP 350 Requirements, for National Cooperative Highway Research Program 350 construction traffic control devices have been fully implemented.)

Contractor's Representative Responsible for Traffic Control (cannot be Superintendent):		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	

1. Transportation Management Plan: (See subsection 630.10. NOTE: The Contractor shall prepare a TMP for each phase of the project. The initial TMP shall be submitted at the Preconstruction Conference.)

	Submitted & Accepted	Rejected/Revise & Resubmit	Not Submitted	Not Required
TMP				

2. Method of Handling Traffic (MHT): (See subsection 630.10(a). NOTE: MHT's should address pedestrian, wheelchair (ADA compliant), and bicycle traffic, pullout areas, worker parking and procedures for workers crossing live lanes of traffic during the work operation.)

	Submitted & Accepted	Rejected/Revise & Resubmit	Not Submitted	Not Required
MHT				

3. Construction Signing:

All signing shall conform to the latest adopted version of the *Manual of Uniform Traffic Control Devices*, including the *Colorado Supplement as of the ad date for the project*. All construction signing is the responsibility of the Contractor except for the following:

4. Reduction of Speed Limit:

Required	Not Required	Description
		CDOT Form 568 – Authorization and Declaration of Temporary Speed Limits must be submitted by the Project Engineer (allow approx. 3 weeks). Justification for the speed reduction is as follows: Also discuss usage of Begin/End Fines Doubled signage.

5. Enforcement of Reduced Speed Limit:

The representative to contact (e.g., Colorado State Patrol) for enforcement of the reduced speed limit is as follows:

PRECONSTRUCTION CONFERENCE AGENDA (continued)			
VII. SAFETY (continued)			
B. Construction Zone Traffic Control (continued):			
6. Project Flaggers:			
The Contractor's method of training and certifying project flagger personnel is as follows:			
7. Oversize/Overweight Vehicles:			
Required	Not Required	Description	
		Oversize, overweight vehicle restrictions, including detours. If required, the Project Engineer will contact the Maintenance and Operations Branch, per subsection 630.10a, (8) & (9)	
Restrictions:			
As required, submit the following information 5 days in advance of restrictions to the Legal and Permits Unit of the Maintenance and Operations Branch. Provide notifications when the project is complete.			
CDOT Project Contact:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Start of Closure:		Restriction:	
End of Closure:		Closure/Detour:	
Town:		Other:	
Junction:		Width:	
Highway Number:		Length:	
Beginning Mile Post:		Height:	
Ending Mile Post:		Weight:	
8. Vertical and/or Horizontal Clearance Restrictions:			
Required	Not Required	Description	
		Vertical and/or horizontal clearance restrictions, including detours. If required, the Project Engineer will contact the Maintenance and Operations Branch, per subsection 630.10a, (8) & (9).	
Restrictions:			
As required, submit the following information as much time as possible in advance of restrictions to the Legal and Permits Unit of the Maintenance and Operations Branch. Provide notifications when the project is complete.			
CDOT Project Contact:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Start of Closure:		Restriction:	
End of Closure:		Closure/Detour:	
Town:		Other:	
Junction:		Width:	
Highway Number:		Length:	
Beginning Mile Post:		Height:	
Ending Mile Post:		Weight:	
9. Uniformed Traffic Control:			
Jurisdiction:		Contact:	
		Phone Number:	
Jurisdiction Policy:	The jurisdiction should submit a copy of their policy regarding authorized duties on the project.		
C. Discussion of Methamphetamine by-products & lab waste ("Death bags")	(see video available at: http://www.coloradodot.info/programs/adopt-a-highway , for additional information contact Theresa Santangelo at 303-512-5524 or theresa.santangelo@dot.state.co.us)		

PRECONSTRUCTION CONFERENCE AGENDA (continued)		
VIII. MATERIALS		
CDOT Representative:		Fax Number:
Office Number:		Home Number:
Mobile Number:		E-Mail Address:
A. Contractor List of Proposed Materials:		
Submitted	Not Submitted	Description
		The Contractor has submitted a list of proposed material suppliers as required by the "Special Notice to Contractors" (see CDOT Field Materials Manual, latest adopted version as of the ad date for the project.)
B. Source of Undesignated Materials (if applicable):		
1.	4.	
2.	5.	
3.	6.	
C. Quality Control/Quality Assurance:		
Quality Control Plans, as required, for Embankment, Pre-Pave, Pre-Pour, Hot Mix Asphalt, Portland Cement Concrete Pavement, etc. must be submitted. Comments:		
D. Mix Designs and Material Samples:		
The Contractor shall submit mix designs for Hot Mix Asphalt, Concrete, Flowfill, etc. in a timely manner. Unapproved materials will not be placed on the project. The Contractor is advised to review the requirements of the "Special Notice to Contractors"(see CDOT Field Materials Manual latest adopted version as of the ad date for the project) concerning the timely submittal of material samples.		
Comments:		

PRECONSTRUCTION CONFERENCE AGENDA (continued)
VIII. MATERIALS (continued)
E. Certificates of Compliance (COC's), Certified Test Results (CTR's), Buy America Certification, and Required Material Documentation:
The Contractor shall submit COC's, Buy America Certification, CTR's and all required materials documentation for material PRIOR to installation on the project. Payment will be withheld for any material installed without the appropriate documentation. Comments:
F. Land Reclamation Permit:
The Contractor shall comply with the requirements of the Land Reclamation Permit including pit limits. Comments:
G. Furnishing of Concrete:
Any concrete furnished to the project in trucks not previously certified for the project will be either rejected or exempted from payment. Use CDOT Form 46 – Concrete Truck Mixer Inspection Certification for documentation. Comments:
H. Test Data:
Test data will be available to the Contractor for his daily review. CDOT Form 626 – Field Lab Tests Results will be given to the Contractor periodically or at any time upon request. Comments:
I. Letter of Compliance:
A Letter of Compliance for Buy America Requirements will be required at the completion of all projects, even if steel or iron is not incorporated into the project. Comments:

PRECONSTRUCTION CONFERENCE AGENDA (continued)
IX. COMMENTS AND UNCOMPLETED ITEMS
A. Contractor Comments:
Comments:
B. CDOT Comments: (include Project Special Provisions, Special Restrictions, Public Relations (if required), etc.),
Comments:
C. Uncompleted Items Prior to Starting Work:
Uncompleted items remaining to be completed by the Contractor before starting work include:
D. Possible Change Orders:
Comments:
E. Contractor Evaluation:
The Project Engineer shall review the performance objectives with the Contractor prior to start of work. [The Agreements Unit will send the Contractor Evaluation Information electronically to the Resident Engineer and Program Manager with the award notification. Note that the submittal of this monitoring information is required by CRS24-103.5-10(12) through 2-205-102(2).] Comments:
F. Other Comments:
Comments:

HOT MIX ASPHALT

PRE-PAVING CONFERENCE AGENDA

The following is an example Hot Mix Asphalt Pre-Paving Conference Agenda to assist in facilitating the meeting. This example presents a minimum set of topics that should be discussed during the Conference; however, not all topics will be covered for every project in every Region. Prior to its use, thoroughly read the Agenda's content and consider the special needs of the particular project and Region. Contact the Area Engineer in the Project Development Branch for additional information. Copies of this Agenda are available from the Project Development Branch and the CDOT Intranet and Internet Web Site.

[Page Intentionally Blank]

HOT MIX ASPHALT PRE-PAVING CONFERENCE AGENDA	<i>Rev. 01-10-12</i>
---	----------------------

The items in the following agenda are minimum requirements that should be covered during the conference. The agenda may be used as is or as a base to develop a customized agenda. Checked boxes adjacent to names of attendees are to be on the project distribution list.

Project Number:		<input type="checkbox"/> Owners Rep:	
Project Code (SA):		Project Engineer:	
Location:		Contractor:	
Date:		Superintendent:	
Time:		Foreman:	

I. Attendance Roster

<input type="checkbox"/> Name:		Office Number:	
Representing:		Fax Number:	
Responsibilities:		Cell Number:	
City, State, Zip:		E-Mail Address:	

<input type="checkbox"/> Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

<input type="checkbox"/> Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

<input type="checkbox"/> Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

II. PROJECT ORGANIZATION AND STATUS

A. OWNER/AGENCY Personnel:

1. Person in Charge at Paving Site:

Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	

2. Alternate Contact (when personal identified in A.1 is not present):

Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	

3. Quality Assurance Supervisor:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
4. Tester/Duties: <input type="checkbox"/>			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
5. Inspector/Duties: <input type="checkbox"/>			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Comments: Discuss the Escalation Process for Paving Items (i.e. what is the chain of command and how/when issues are elevated to the next level in an effort to improve communication and decision making).			
B. Contractor Personnel:			
1. Quality Control Supervisor:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
2. Personnel to Notify at Paving Site			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
3. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Comments: Discuss the Escalation Process for Paving Items (i.e. what is the chain of command and how/when issues are elevated to the next level in an effort to improve communication and decision making).			

II. PROJECT ORGANIZATION AND STATUS	
C. Testing Information:	
1. Is (Are) the mix design(s) approved by the Owner/Agency? (CDOT Form 43) (MGPEC Form 9)	
2. Test locations determined by?	

3. Frequency of tests to be performed? Refer to table 106-1 of section 106.05 of the Standard Specifications for minimum sampling and testing for HMA.

Check Testing has been completed.

Which daily Rice value will be used for compaction verification? (Field or Region)

4. Are Quality Assurance tests to be performed in addition to Quality control tests? (All jobs including "M" projects greater than \$150,000 require testing)

- If Yes, how often and who will be responsible to schedule the QA tests?

5. Turnaround time of QA and QC test results.

- Preliminary test results shall be distributed immediately upon completion.
- Final test results shall be distributed immediately upon completion.

No change shall be made in the ingredients comprising the approved mix design without prior written approval of the Project Engineer. This includes asphalt binder suppliers.

III. SCHEDULING

A. Materials:

Materials will be available for sampling on:

B. Asphalt Plant:

The asphalt plant will be ready to be checked on:

- What is the location of the plant to be used?
- What is the back up plan if the designated plant breaks down?
- Type of Release Agent available?

C. Scales and Certified Weigher:

1. Has a copy of the scale certification been submitted? Yes No Comments:

- Has a copy of the weigher certification been submitted? Yes No Comments:

2. Weigh tickets shall contain information required by the owner. Comments:

3. Are truck weigh tickets required to be delivered on site? How will the weight tickets be collected? Comments:

4. The Contractor shall provide a list of the haul vehicles and required information per specification (CDOT subsection 109.01)

5. Random checks of the scales are required in the Standard Specifications (CDOT 109.01)

D. Paving Equipment:

The paving equipment will be set up and ready to be checked on:

E. Paving Sequence:
1. The Contractor will commence paving on:
2. How many days per week does the Contractor intend to work?
3. The Contractor proposes to work the following hours:
4. Where will paving start?
5. What paving sequence will the Contractor follow?
F. Quality Control Plan. A quality control plan shall provide information to control the quality of the following:
1. Segregation: <ul style="list-style-type: none"> ➤ Submitted: <input type="checkbox"/> Date Submitted ➤ Approved: <input type="checkbox"/> Date Approved
2. Longitudinal Joint Construction: <ul style="list-style-type: none"> ➤ Submitted: <input type="checkbox"/> Date Submitted ➤ Approved: <input type="checkbox"/> Date Approved
3. Transverse Joint Construction: <ul style="list-style-type: none"> ➤ Submitted: <input type="checkbox"/> Date Submitted ➤ Approved: <input type="checkbox"/> Date Approved
4. Smoothness: <ul style="list-style-type: none"> ➤ This Project is % Improvement <input type="checkbox"/> ➤ This Project is Profiler (HRI) <input type="checkbox"/>
5. Will an on-site Pre-Placement (Tailgate) meeting occur prior to the beginning of placement to discuss "Best Practices" (See Attached) <input type="checkbox"/> Yes <input type="checkbox"/> No
6. Who will be the 3 rd party, independent testing lab for dispute resolution? <ul style="list-style-type: none"> a. Asphalt Mix Dispute Lab (per CP 17)? <ul style="list-style-type: none"> ➤ <input type="checkbox"/> Submitted in writing prior to Pre-Pave Conference. b. Roadway Smoothness Profiling? <ul style="list-style-type: none"> ➤ <input type="checkbox"/> Submitted in writing prior to Pre-Pave Conference.
7. Other project specific "Special Provisions":

IV. PREPARATION
A. Method of Approving Pavement Surface? (IE: Soil Subgrade, ABC, Milled Surface, ETC.)
Milled surface will be ready for inspection on what date? Comments:
B. Has the Subgrade or Underlying Pavement Surface Been Approved for Paving?
<ul style="list-style-type: none"> ➤ Yes <input type="checkbox"/> ➤ No <input type="checkbox"/> Is the milled surface approved? <ul style="list-style-type: none"> ➤ Yes <input type="checkbox"/> ➤ No <input type="checkbox"/> ➤ NA <input type="checkbox"/> <ul style="list-style-type: none"> ➤ By whom was the pavement surface approved?
C. Tack Coat:
<ol style="list-style-type: none"> 1. Material type 2. Application Rate? 3. How will the Contractor protect the tacked surface after placement, and prior to the placement of the HMA? Comment: The Inspector/Tester will verify all surfaces to accept a new layer of HMA will have the proper amount and coverage of tack placed.

V. PRODUCTION AND PLACEMENT
A. Compaction Test Section:
<i>The following procedures should be observed and documented:</i>
1. The Contractor must establish a roller pattern and carefully record the following information:
a. Type, size, amplitude, frequency, and speed of roller:
b. Tire pressure for rubber tire rollers and if the pass for vibratory rollers is vibratory or static:

c. Surface temperature of mixture behind the lay-down machine and subsequent temperatures and densities after each roller pass:

d. Sequence and distance from lay-down machine for each roller and total number of passes of each roller to obtain specified density:

2. When the Compaction Test Section has been completed, the Contractor shall furnish a complete copy of this data to the person in charge (II.A.1) before continuing to pave. Comments:

3. When a successful Compaction Test Section has been completed, the Contractor is required to maintain the roller pattern established during the Compaction Test Section for the balance of the Hot Bituminous Pavement construction (i.e., the Contractor must use the same number and type of rollers and operate them at the same speed, frequency, amplitude and in the same position, relative to the lay-down machine, as was performed during the Compaction Test Section. If Contractor wants to perform minor* changes to the roller pattern that was established during the Compaction Test Section, the Contractor must Perform a Roller Pass Study to demonstrate that the density is obtained with the new roller pattern before proceeding with the paving operation.

Comments:

* The Project Team needs to agree to "minor" at prepave. Minor changes may include items such as: type of roller; numbers of rollers; distance from paver; number of roller passes; and temperatures.

4. The Contractor is responsible for compaction testing of the Compaction Test Section. Comments:

5. Cores are required to calibrate the nuclear density gauge. The Contractor can continue to pave under the following conditions:

- The period that the Contractor continues to pave without test results from cores shall not exceed one working day.
- Construction proceeds at the Contractor's risk.
- What method will be used to bulk core samples?

Traditional Method (CP-44, Method "B") QC QA

Core Dry QC QA

Comments:

6. A new Compaction Test Section or roller pass study will be required whenever there is a major* change in the compaction process.

Comments:

* The Project Team needs to agree to "major" at prepave. Major changes may include items such as: New Mix Design; change in lift thickness; or other items that could affect the nuclear density gauge correlations.

7. Striping plan: subcontractor or Contractor to install striping?

- When will striping occur?
- What material will be used?
- Have Materials Data Sheets been submitted? Approved? If Not when?
- Has the striping plan been submitted? Approved? If Not when?

VI. TRAFFIC CONTROL
A. Method of Handling Traffic:
Has the Method of Handling Traffic been submitted for the Hot Mix Asphalt Pavement placement operation? If not, when will it be submitted? Is the traffic control plan approved?

VII. FOLLOW UP ITEMS		
Items discussed during the meeting, which shall need follow up.		
Item for follow up	Who will follow up	Date of completion or response
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

SUGGESTED BEST PRACTICES FOR MINIMIZING SEGREGATION

1. *Aggregate Stockpiles:*

- Build in Layers
- Avoid any procedure that will allow the aggregate to be pushed or dumped over the side of a stockpile
- Separate to prevent intermingling
- Aggregate Handling:
 - Loader operator works full face of stockpile
 - Install dividers on the “cold feed” bins to prevent the material from flowing into an adjacent bin
 - DO NOT pile the aggregate so high it flows over the dividers

2. *Loading the Surge Silo: (if the plant has a “batcher or “Gob Hopper” at the top of the silo)*

- Adjust the conveying devices to deposit the material in the center of the batcher or gob hopper
- Keep the gates on the batcher or gob hopper closed unless dropping a load of mix
- Close the gate on the batcher or gob hopper before it is empty to prevent the material from dribbling into the silo

3. *Loading Trucks:*

- Keep the gates on the bottom of the silo closed so the material does not dribble into the trucks
- Take care to center the trucks (left to right) when loading
- Load trucks in multiple drops with the first drop at the rear, second at the front and then alternate dumps
- If the mix is prone to segregation, you should avoid loading the trucks by “slowly” driving forward while dropping the mix from the silo

4. *Dumping Trucks:*

- To provide as surge of material to the paver, when using end dump type trucks, the box should be raised until the mix moves to the rear of the bed charging the tail gate prior to releasing the load
- If any mix is spilled on the roadway, in front of the paver while dumping the truck, the spilled mix should be removed from the roadway before the paver moves forward across the mixture on the grade

5. Laydown Operations:

- Only dump the wings on the paver hopper at the end of the paving day and utilize this material in the night taper joint or waste the material
- To provide consistent flow of material to the screed and avoid gradual deceleration/ acceleration, the paver should be started and stopped quickly at normal operating speed
- Keep the hopper more than half full at all times and maintain the height within 1 inch the entire paving day
- The auger height should be adjusted so the bottom of the auger is at least two (2) inches above the finished surface of the HMA mat
- Adjust the feed sensors to keep the material near the center of the auger at all times
- Correctly adjust the lead and tail crown of the screed so that the surface of the HMA behind the paver is uniform in appearance and texture
- Install or verify the material management kits are installed and functioning properly. This includes the “kick back” paddles under the gear box and outer edges of the auger
- Adjust the flow control; gates at the rear of the hopper so that:
 - The slat conveyors run continuously
 - The amount of material being presented to the augers allows for them to run almost continually, (minimum of 80% of the time)

6. Windrow Elevators:

- When using pickup machines they should be adjusted so that all of the HMA is removed from the surface

7. Troubleshooting:

- If segregation is observed behind the paver, check the trucks as they arrive and are dumping to see if the mix in the truck is segregated
- The risk of causing thermal segregation is increased when paving in cooler temperatures

SUGGESTED BEST PRACTICES FOR PAVEMENT SMOOTHNESS

PAVER OPERATIONS – BEST PRACTICES and INNOVATIONS

Keep the hopper full: If you are not using a hopper insert leave as much surge as possible between truck exchanges and do not run the hopper empty. This will minimize “truck fans” by allowing hot, uniform material from the next truck to blend with mix from the previous dump. Keeping your mat as thermally uniform as possible will result in better densities.

Controlled hopper wing cycling: The wings are where the large, cooler stone tends to collect if not properly reintroduced back to the mix. Regular cycling, where allowed by spec, will reduce large buildups of this segregated material. Don't wait until you are “out of material” to cycle the wings.

Use a hopper insert: If you are using pick up machines and windrow paving use a hopper insert. It will reduce or eliminate segregation.

Keep a constant head of material at the spreading augers: A consistent flow of material to the spreading augers will prevent them from spinning too fast or too slow, which can cause longitudinal segregation. As a rule of thumb a proper head of material is $\frac{1}{2}$ up the spreading auger. Constant changes in the head of material make waves in the mat. If allowed to rotate too fast, longitudinal stripes will occur in line with the reversing augers; too low a rate and the larger stone will drop and collect at the bearing support

Time the conveying and spreading systems: Ensure the ratio pots or flow gates are set to deliver enough material to the spreading augers to keep them running continuously. Set your sonic feeds and leave them there.

Keep your paver speed steady: Drag race paving may be entertaining but stops and starts cause the head of material to rise and fall changing the mat thickness. This not only affects ride but can detrimentally affect density.

Correct lead crown setting and proper strike off adjustment: Equipment fine-tuning issues will help eliminate longitudinal segregation. String line your screed before every job and introduce the correct amount of lead crown; usually $\frac{1}{8}$ - $\frac{1}{4}$ inches. Make sure your strike offs are correctly aligned. Refer to your owner's manual for the recommended procedure.

Correct spread auger length: Once you have the job planned out if you need to build up the spreading augers then DO IT. Trying to compensate for spreading augers that are too short by running them faster will only result in segregation. This only gets worse with more gap graded mixes. If you have a 20' screed and the job calls for wide paving then BUILD UP THE SCREED; use the auger extensions, wide mat grade supports and the outboard bearing supports. The finished jobs will more then compensate for the time involved in the build up. Then plan the layout so you can maximize the use of the built up screed.

Use Thermal guns: Equip your paver operator and roller hands with thermal (infrared) handheld thermometers and use them to monitor changes in the mat temperature. Establishment of a thermal range during the test strip process gives you a working range to be used through out the paving project.

Don't broadcast material across the mat: This just gives the appearance of a segregation problem. Don't rake material off the joint onto the new mat. Don't walk on the fresh mat.

Train your personnel: Not only in the operation of the equipment but in the art of reading mat defects. The sooner these defects are identified the sooner remedial action can be taken. Remember when the only tool you have is a hammer every problem looks like a nail.

Pave predominately uphill: On steep grades in mountainous terrain, pave uphill when possible. Control of material and speed of equipment is easier to maintain when paving uphill. Paving downhill may be problematic with paver and roller speeds. This may cause "ripples" in the mat that are difficult to remove. The mat may shove and tear more when operations proceed downhill, requiring patching or other undesired corrective work. QC should be onsite to monitor densities when steep grades require a change in the roller pattern.

NOTE: It is not intended to change the direction of the paving operation in rolling terrain. If the roadway grade is predominately in the uphill or downhill direction on mountain passes or other significant elevation changes, paving uphill provides a better product.

JOB SET UP – BEST PRACTICES

Partnering

All personnel involved in the construction planning and design need to meet before the job so we can all "be on the same page" and resolve possible problems before they arise.

Pre Paving Planning Meeting

Meet with your crew every day to review the plan for the day's construction and expectations. Plan the truck route, plan the job layout, and assign people to required tasks.

Communication

Constant communication with all the elements of the paving process from design engineers to the lute man. This keeps all phases of the job on schedule and free of "Uh Ohs".

Mix Selection

Insure the mix is of an adequate design for both strength and workability. Mind your temperatures.

Machine Maintenance

Not only does well maintained iron contribute to a more pleasant work environment it shows your people that you care enough about them to give them the best tools. It provides for a safer work environment and a more productive and profitable organization.

Smoothness-Thickness-Yield

The inspectors and field personnel need to be aware of the paving fundamental that yield, minimum thickness, and smoothness can not be obtained at the same time.

Crew Training

Not only in the operation of the equipment but in the art of reading mat defects. The sooner these defects are identified the sooner remedial action can be taken. Remember when the only tool you have is a hammer every problem looks like a nail.

Know the Consequences

Of improperly operating the machines, improper principles and techniques of paving, rolling and trucking of poor safety awareness. Designate a “job site safety man” know the way to emergency medical care.

BEST PRACTICES FOR LONGITUDINAL JOINT CONSTRUCTION

1. **BE CONSISTANT:** Decide on a plan and stick with it.
2. **COMMIT TO A GOOD JOINT:** Quality contractors build quality joints.
3. **MAINTAIN A PROPER TAPER:** Tapers range from near vertical to 12:1. Regardless of what taper is used, keep it consistent. Vertical edges and notches as vertical as possible. Keep edges confined as long as possible. Maintain a Proper “Head of Material”
4. **MAINTAIN PROPER OVERLAP:** Keep overlap consistent typically from 0-1.5 inches. Place proper amount of HMA at the joint: Too little will allow water to enter the joint. Too much will cause a ridge which will carry water and interfere with compaction. **DO NOT RAKE THE JOINT!** If raking to correct improper amount of material, just bump the joint, DO NOT BROADCAST loose material across the mat.
5. **USE PROPER ROLLING TECHNIQUES!**

BEST PRACTICES FOR BREAK DOWN ROLLER OPERATORS

1. Communicate – with paving crew and foreman for job requirements prior to the arrival of asphalt.
2. Confirm maintenance and water system checks – done on a daily basis to rollers.
3. Determine lift thickness – base or surface riding course.
4. Be aware of material temperature – at delivery to paver and behind screed.
5. Determine rolling drum mode – vibratory or static.
6. Make required amplitude adjustments both roller drums – depending on mix design, material thickness, and temperature zone.
7. Optimize water system controls – to avoid material pick-up and eliminate excessive water usage.
8. Establish proper rolling pattern – determined by paving width, roller drum width, unsupported edges, and drum overlap.
9. Determine rolling speed – to achieve proper impact spacing and meet smoothness requirements.
10. Monitor rolling temperature – and work within optimum temperature zones.
11. Make required rolling coverages – to achieve density requirements.
12. Adjust rolling operations – to satisfy density, smoothness, and production rates.
13. Maintain consistency throughout the entire shift.

BEST PRACTICES FOR FINISH ROLLER OPERATION

1. Communicate – with paving crew, foreman and breakdown roller operator for job requirements.
2. Confirm maintenance and water system checks – done on a daily basis to rollers.
3. Be aware of material temperature – avoid “tender zone.”
4. Determine rolling drum mode – vibratory or static depending upon requirements to achieve density and smoothness.
5. Optimize water system controls – to avoid material pick-up and eliminate excessive water usage.
6. Establish proper rolling pattern, – determined by paving width, roller drum width, unsupported edges, and drum overlap.
7. Coordinate final rolling process with QA / QC personnel.
8. Monitor rolling temperature – and work within optimum temperature zones.
9. Make required rolling coverage’s – to achieve density requirements and to remove drum edge marks.
10. Maintain consistency throughout the entire shift.

BEST PRACTICES FOR PAVER OPERATORS

Safety operates the paver using "Best Practices" procedures, to produce the highest-quality pavement possible.

1. Select a paving speed that balances delivery, paver capacity and the compaction process and pave with few if any extended stops.
2. Work with screed operator in establishing and maintaining the head of material within a plus or minus one inch tolerance.
3. Steer the paver holding to a pre-determined reference.
4. Direct the truck driver to raise bed and exit when empty.
5. Utilize rapid, but smooth start and stops to help prevent end-of-load roughness (if stopping is necessary.)
6. Observe HMA being discharged into paver hopper or insert for changes in characteristics of the mix.
7. Monitor paver for unusual noise or vibration (notify the proper person to take corrective actions).
8. Work with dump person to make sure truck does not bump paver, or let hopper run low.
9. Work as a team member.

HOT-MIX ASPHALT QC/QA CONFERENCE AGENDA

The following is an example Hot-Mix Asphalt QC/QA Conference Agenda to assist in facilitating the meeting. This example presents a minimum set of topics that should be discussed during the Conference; however, not all topics will be covered for every project in every Region. Prior to its use, thoroughly read the Agenda's content and consider the special needs of the particular project and Region. Contact the Area Engineer in the Project Development Branch for additional information. Copies of this Agenda are available from the Project Development Branch and the CDOT Intranet and Internet Web Site.

[Page Intentionally Blank]

HOT-MIX ASPHALT QC/QA CONFERENCE AGENDA		Revised 01-05-2012	
<i>The items in the following agenda are minimum requirements that should be covered during the conference. The agenda may be used as is or as a base to develop a customized agenda.</i>			
Project Number:		Resident Engineer:	
Project Code (SA):		Project Engineer:	
Location:		Contractor:	
Date:		Superintendent:	
Time:		Foreman:	
I. Attendance Roster			
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

HOT-MIX ASPHALT QC/QA CONFERENCE AGENDA (continued)		Revised 01-05-2012	
I. Attendance Roster (continued)			
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

HOT-MIX ASPHALT QC/QA CONFERENCE AGENDA (continued)		Revised 01-05-2012
II. Project Organization and Status		
A. Colorado Department of Transportation Personnel:		
1. Project Engineer:		
Name/Title:		Fax Number:
Office Number:		Home Number:
Mobile Number:		E-Mail Address:
2. Assistant-in-Charge (when personnel identified in A.1 is not present):		
Name/Title:		Fax Number:
Office Number:		Home Number:
Mobile Number:		E-Mail Address:
3. Project Acceptance Tester:		
Name/Title:		Fax Number:
Office Number:		Home Number:
Mobile Number:		E-Mail Address:
4. Head Tester:		
Name/Title:		Fax Number:
Office Number:		Home Number:
Mobile Number:		E-Mail Address:
5. Other:		
Name/Title:		Fax Number:
Office Number:		Home Number:
Mobile Number:		E-Mail Address:
B. Contractor Personnel:		
1. Superintendent:		
Name/Title:		Fax Number:
Office Number:		Home Number:
Mobile Number:		E-Mail Address:
2. Process Control Supervisor:		
Name/Title:		Fax Number:
Office Number:		Home Number:
Mobile Number:		E-Mail Address:
3. Process Control Tester:		
Name/Title:		Fax Number:
Office Number:		Home Number:
Mobile Number:		E-Mail Address:
4. Other:		
Name/Title:		Fax Number:
Office Number:		Home Number:
Mobile Number:		E-Mail Address:
C. Distribution of Section 105 and Section 106 of the Standard Specifications:		
<i>A minimum of the following personnel should have a copy of Section 105 and Section 106 of the Standard Specifications:</i>		
Personnel Title	Yes	No
Project Engineer		
Project Acceptance Tester		
Head Tester		
Superintendent		
Process Control Supervisor		
Process Control Tester		
D. Distribution of QC/QA Software:		
Name:		Version:
<i>A minimum of the following personnel should have a copy of the QC/QA software:</i>		
Personnel Title	Yes	No
Project Acceptance Tester		
Head Tester		
Process Control Tester		

HOT-MIX ASPHALT QC/QA CONFERENCE AGENDA (continued)		Revised 01-05-2012	
III. Process Control Testing			
A. Quality Control Plan (QCP):		Yes	No
Has QCP been approved in writing by the Project Engineer?			
Comments:			
B. Sampling Frequency:		Yes	No
Does QCP meet minimum random sampling frequency (Table 106-1 of the <i>Standard Special Provisions</i>)?			
Comments:			
C. Test Result Chart:	Posting Location:	Yes	No
Is the Test Result Chart for each process with tonnage and tolerance limits posted daily at a location convenient for viewing by the Project Engineer?			
Comments:			
D. Quality Level Chart:	Posting Location:	Yes	No
Is the Quality Level Chart for each element in Table 106-1 of the <i>Standard Special Provisions</i> posted daily at a location convenient for viewing by the Project Engineer?			
Comments:			
E. Process Control Supervisor:		Yes	No
1. Is the Process Control Supervisor for process control sampling and testing identified in the QCP?			
2. Does the Process Control Supervisor possess one or both of the following qualifications?			
a. Registration as a Professional Engineer in the State of Colorado?			
b. Level A, B, and C certifications from the Laboratory for Certification of Asphalt Technicians (LABCAT)?			
Comments:			
F. Technicians:		Yes	No
Do technicians taking samples and performing tests possess all of the following qualifications?			
1. Technicians taking samples and conducting compaction tests have Level A LABCAT certification?			
2. Technicians conducting process control tests have Level B LABCAT certification?			
3. Technicians determining mix volumetrics and strength characteristics have Level C LABCAT certification?			
Comments:			
G. Process Control Test Report:			
The Contractor will report the results of the process control tests to the Project Engineer in writing at least once per day. Describe where and when this will be performed:			

<p>HOT-MIX ASPHALT QC/QA CONFERENCE AGENDA (continued)</p>	<p>Revised 01-05-2012</p>
<p>IV. Acceptance Testing</p>	
<p>Samples for CDOT acceptance testing shall be taken by the Contractor and, when appropriate, shall be reduced to the size designated by the Project Engineer. Comments:</p>	
<p>V. Check Testing Program</p>	
<p>A. Check Testing:</p> <p>Prior to, or in conjunction with, placing the first 500 tons of Hot-Mix Asphalt, a Check Testing Program will be conducted between acceptance testing and process control testing, per subsection 106.05 (c) of the <i>Standard Specifications</i>, and compared to the acceptable limits shown in Column 3 of Table 106-1 of the <i>Standard Special Provisions</i>. Comments:</p>	
<p>B. Split Samples:</p> <p>During production, split samples of randomly selected acceptance tests will be compared to the permissible ranges shown in Table 106-1 of the <i>Standard Specifications</i>. The minimum frequency will be as shown in Table 106-1 of the <i>Standard Special Provisions</i>. Comments:</p> <p>Additional Items to Discuss and Clarify:</p> <ol style="list-style-type: none"> 1. Asphalt Mix Dispute Lab (per CP 17)? (i.e. Who will be the 3rd party, independent testing lab for dispute resolution?) 2. Dispute Split Sampling Requirements (CP 17). 3. CP 17 Levels 1, 2, and 3 Dispute Resolution Process. 	
<p>C. Additional Check Testing:</p> <p>If production is suspended and then resumed, the Project Engineer may order a Check Testing Program between process control and acceptance testing personnel to assure the test results are within the permissible ranges. Comments:</p>	
<p>VI. Voids in Mineral Aggregate (VMA)</p>	
<p>A. Target Values:</p> <p>After the mix design has been approved and production has commenced, the first three acceptance tests for VMA will be analyzed to verify and establish a target value for VMA. The target value for VMA will be the average of the first three volumetric field test results on project-produced Hot-Mix Asphalt or the target value specified in Table 403-2 of the <i>Standard Special Provisions</i>, whichever is higher. Comments:</p>	
<p>B. New or Revised Mix Design:</p> <p>Whenever a new or revised mix design is used and production resumes, the next three acceptance tests will be evaluated and a new target value for VMA will be established. Comments:</p>	

HOT-MIX ASPHALT QC/QA CONFERENCE AGENDA (continued)		Revised 01-05-2012
VII. Testing Schedule		
Process control, project acceptance testing, and check testing frequencies shall be in accordance with Table 106-1 of the <i>Standard Special Provisions</i> . Comments:		
VIII. Reference Conditions		
A "Condition Red" reference condition requires the Contractor to be immediately notified as per subsection 106.05 (d)(2) of the <i>Standard Special Provisions</i> . The minimum testing frequency will be increased to 1/250 tons until the Quality Level reaches or exceeds 78. If the Quality Level for the next five process control tests is below 65, production will be suspended. Subsection 106.05 (d)(2) of the <i>Standard Special Provisions</i> outlines steps the Contractor must take to resume production and the testing to be performed when production is resumed. Comments:		
IX. Lottman Retesting Method		
Per <i>Standard Special Provision – Revision of Section 401 Plant-Mix Pavements–General</i> , the Project Engineer will designate the method for Lottman retesting from the following methods before paving begins:	Yes	No
1. Pavement samples for possible moisture susceptibility testing will be taken at a frequency of every 2,000 tons throughout the project (i.e. retained samples during production).		
Comments:		
X. Field Quality Control of Binder		
Has the Contractor submitted the Contractor's Binder Field Quality Plan to ensure compliance with the requirements of <i>CP 11, Section 14 – Certifying Suppliers Providing Performance Graded Binders</i> ?	Yes	No
Comments:		

PRE-DEMOLITION CONFERENCE AGENDA

The following is an example Pre-Demolition Conference Agenda to assist in facilitating the meeting. This example presents a minimum set of topics that should be discussed during the Conference; however, not all topics will be covered for every project in every Region. Prior to its use, thoroughly read the Agenda's content and consider the special needs of the particular project and Region. Contact the Area Engineer in the Project Development Branch for additional information. Copies of this Agenda are available from the Project Development Branch and the CDOT Intranet and Internet Web Site.

[Page Intentionally Blank]

PRE-DEMOLITION CONFERENCE AGENDA

New 12-1-06

The items in the following agenda are minimum requirements that should be covered during the conference. The agenda may be used as is or as a base to develop a customized agenda.

Project Number:		Resident Engineer:	
Project Code (SA):		Project Engineer:	
Location:		Contractor:	
Date:		Superintendent:	
Time:		Foreman:	

I. Attendance Roster

Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

Name:		Office Number:	
-------	--	----------------	--

Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

PRE-DEMOLITION CONFERENCE AGENDA (continued)

I. Attendance Roster (continued)

Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

PRE-DEMOLITION CONFERENCE AGENDA (continued)			
II. Project Organization and Status			
A. Colorado Department of Transportation Personnel:			
1. Personnel in Charge at Site:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
2. Assistant-in-Charge (when personnel identified in A.1 is not present):			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
3. Inspector/Duties:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
4. Inspector/Duties:			

Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
5. Inspector/Duties:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
6.: Tester:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
7. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
8. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Comments:			
B. Contractor Personnel:			
1. Project Superintendent:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
2. Demolition Company Superintendent:/Foreman			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
3. Contractor's Engineer:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
4. Traffic Control Supervisor:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
5. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	

PRE-DEMOLITION CONFERENCE AGENDA (continued)
III. Scheduling
A. Demolition Schedule:
1. Demolition is scheduled for:
2. Anticipated duration of demolition:
3. Detailed schedule complies with working hour restrictions?
4. If all girders in any one span cannot be removed in a shift, how will the Contractor ensure stability of the remaining structure?
5. If all spans of a multi span structure cannot be removed in a single shift, how will the Contractor ensure the stability of the remaining structure?
B. Utilities:
1. Has the Contractor verified that Power Lines will not interfere with demolition operations? Comments:
2. Has the Contractor verified the location of underground utilities?
C: Equipment Delivery:
Demolition equipment will arrive at:
D. Contractor's Engineer:
1. The Contractor's Engineer shall inspect and provide written approval of each phase of demolition prior to allowing vehicles or pedestrians below or adjacent to the bridge. Comments:

E. Other Scheduled Items:
Other scheduling items that will affect the start of the demolition process include:
1. Lighting necessary:
2. Railroad Coordination:
3. Utility Coordination:
4. Agency Coordination:
5. Other:

PRE-DEMOLITION CONFERENCE AGENDA (continued)
IV. Special Provision Requirements
<i>The following Special Provisions are reviewed and discussed below:</i>
A. Special Provision:
Comments:
B. Special Provision:
Comments:

C. Special Provision:
Comments:
D. Special Provision:
Comments:
E. Special Provision:
Comments:
F. Special Provision:
Comments:
G. Special Provision:
Comments:
H. Special Provision:
Comments:

PRE-DEMOLITION CONFERENCE AGENDA (continued)
V. Plan Notes and Unusual Requirements
<i>The following plan notes and unusual requirements, experimental features, research items, and other unusual requirements are reviewed and discussed below:</i>
A. Plan Note:
Comments:
B. Plan Note:
Comments:
C. Plan Note:
Comments:
D. Plan Note:
Comments:
E. Other Requirement:
Comments:

F. Other Requirement:
Comments:
G. Other Requirement:
Comments:
H. Other Requirement:
Comments:
PRE-DEMOLITION CONFERENCE AGENDA (continued)
VI. Pre-Demolition Inspections
A. Falsework:
1. Are falsework drawings required per section 202 of the Project Special Provisions?
2. If falsework drawings are required, the Contractor's Engineer must certify in writing to the Project Engineer that falsework materials and construction are in conformance with the falsework drawings submitted to the Project Engineer prior to commencement of work, in accordance with subsection 601.11 of the <i>Standard Specifications</i> . Comments:
VII. Demolition Plan and Procedures
A. Demolition Plan:
Has demolition plan been submitted as required? Comments:
1. Have minimum requirements been incorporated into the demolition plan?

a. Removal Sequence?
b. Equipment Descriptions?
c. Temporary falsework, bracing and shoring?
d. Protective covering details?
e. Protection of live waterways? i. Turbidity? ii. Sedimentation? iii. pH? iv. Wetlands?
f. Fugitive Dust Mitigation
g. Dismantling, loading, and hauling details?
h. Hazmat?
2. Plan stamped by Contractor's Engineer?
3. Final plan to be submitted to Project Engineer on _____
PRE-DEMOLITION CONFERENCE AGENDA (continued)
B. Demolition Plan Deviation:
If the Contractor is required to deviate from the demolition plan, prior approval from the Contractor's Engineer to make the revision must be discussed (i.e. schedule and related impacts) with the Project Engineer. Comments:

C. Method of Communication:
What method of communication will be used between the Contractor, the demolition subcontractor, the Contractor's Engineer, and the Project Engineer on the job site, during demolition? Comments:
D. Weather :
Does the Contractor have a contingency plan for inclement weather?
The Contractor will confirm weather forecast 24 hours prior to demolition. Comments:
IX. Safety Requirements
A. Safety Plan:
1. Has the Contractor provided for work site safety in accordance with the Occupational Safety and Health Administration requirements (e.g., hardhats, handrails, safety belts, nets)? Comments:
2. Suggested safety topics: <ul style="list-style-type: none"> a. Appropriate equipment (type and size)? b. Never stand or walk under structure once demolition has begun. c. Do working hour limitations allow sufficient time for the Contractor's demolition sequence?
3. Time and place of demolition safety meeting?
X. Traffic Control
A. MHT
1. Will the equipment delivery require traffic control? Describe MHT
2. Will the debris removal require traffic control? Describe MHT

3. Will the demolition require traffic control? Describe MHT

4. Has the Method of Handling Traffic been submitted and approved?

5. Method to prevent traffic (vehicular and others) from entering workzone?

6. Public relations notified?

7. Verify vertical and lateral clearances after demolition and notify Staff Maintenance if necessary.

Additional comments:

PRE-ERECTION CONFERENCE AGENDA

The following is an example Pre-Erection Conference Agenda to assist in facilitating the meeting. This example presents a minimum set of topics that should be discussed during the Conference; however, not all topics will be covered for every project in every Region. Prior to its use, thoroughly read the Agenda's content and consider the special needs of the particular project and Region. Contact the Area Engineer in the Project Development Branch for additional information. Copies of this Agenda are available from the Project Development Branch and the CDOT Intranet and Internet Web Site.

[Page Intentionally Blank]

PRE-ERECTION CONFERENCE AGENDA				New 12-1-06
<p><i>The items in the following agenda are minimum requirements that should be covered during the conference. The agenda may be used as is or as a base to develop a customized agenda.</i></p>				
Project Number:		Resident Engineer:		
Project Code (SA):		Project Engineer:		
Location:		Contractor:		
Date:		Superintendent:		
Time:		Foreman:		
I. Attendance Roster				
Name:		Office Number:		
Representing:		Fax Number:		
Street Address:		Cell Number:		
City, State, Zip:		E-Mail Address:		
Name:		Office Number:		
Representing:		Fax Number:		
Street Address:		Cell Number:		
City, State, Zip:		E-Mail Address:		
Name:		Office Number:		
Representing:		Fax Number:		
Street Address:		Cell Number:		
City, State, Zip:		E-Mail Address:		
Name:		Office Number:		
Representing:		Fax Number:		
Street Address:		Cell Number:		
City, State, Zip:		E-Mail Address:		
Name:		Office Number:		
Representing:		Fax Number:		
Street Address:		Cell Number:		
City, State, Zip:		E-Mail Address:		
Name:		Office Number:		
Representing:		Fax Number:		
Street Address:		Cell Number:		
City, State, Zip:		E-Mail Address:		
Name:		Office Number:		
Representing:		Fax Number:		
Street Address:		Cell Number:		
City, State, Zip:		E-Mail Address:		
Name:		Office Number:		
Representing:		Fax Number:		
Street Address:		Cell Number:		
City, State, Zip:		E-Mail Address:		
Name:		Office Number:		
Representing:		Fax Number:		
Street Address:		Cell Number:		
City, State, Zip:		E-Mail Address:		

Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

PRE-ERECTION CONFERENCE AGENDA (continued)

I. Attendance Roster (continued)

Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

PRE-ERECTION CONFERENCE AGENDA (continued)			
II. Project Organization and Status			
A. Colorado Department of Transportation Personnel:			
1. Personnel in Charge at Site:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
2. Assistant-in-Charge (when individual listed above is not present):			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
3. Bridge Designer (attendance required):			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
4. Staff Bridge (attendance as established by Project Engineer if bridge designed by Consultant):			

Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
5. Inspector/Duties:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
6. Inspector/Duties:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
7. Inspector/Duties:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
8. Tester:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
9. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Comments:			
B. Contractor Personnel:			
1. Project Superintendent:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
2. Erection Company Superintendent/Foreman:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
3. Contractor's Engineer:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
4. Girder Fabricator (may attend by speaker telephone):			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	

5. Traffic Control Supervisor:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
6. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	

PRE-ERECTION CONFERENCE AGENDA (continued)
III. Scheduling
A. Materials:
1. Girders will be delivered when (date and time)?
2. Has the Quality Assurance Acceptance Report (Bridge Report #193) been received from the Staff Bridge Fabrication Inspector?
3. If girders will be stored on site, describe storage and protection plan:
4. Location of temporary storage if erection is postponed:
5. What contingency plans are there for an interrupted delivery schedule?
6. Has the pier cap concrete attained at least 80% of its 28 day strength (Subsection 601.11(e))?
7. Project Engineer: When girders are delivered, who from the project will inspect for damage?
B. Erection Schedule:
1. Erection is scheduled for:
2. Anticipated duration of erection:
3. Detailed schedule complies with working hour restrictions?

4. How will the Contractor stabilize the girders during and after erection operations?

Precast, Prestressed Concrete Box Girders (Bracing may not be required.):

Precast, Prestressed Concrete I and BT Girders (Bracing may only be required during erection. Diaphragms will require installation as erection progresses.):

Steel Girders: “No fewer than two steel girders shall be erected when girders are initially placed in any span, unless the Engineer provides a written waiver to this requirement.” “Steel box girders need not be erected in pairs.”

C. Crane Delivery:

Crane(s) will arrive at:

D. Contractor’s Engineer:

1. When a bridge spans traffic of any kind, the area beneath the girders shall not be opened to traffic until the Contractor’s Engineer has inspected and provides written approval of the erected girders. Comments.

2. Has the Contractor’s Engineer provided the inspection form the Contractor will use to document the daily inspection of the erected girders and other permanent and temporary bridge elements?

Project Engineer: Who from the project has been assigned the task of inspecting the erected girders daily?

F. Other Scheduled Items:
Other scheduling items that will affect the start of the erection process include:
1. Lighting necessary:
2. Railroad Coordination:
3. Utility Coordination:
4. Other:
5. Other:

PRE-ERECTION CONFERENCE AGENDA (continued)
IV. Special Provision Requirements
<i>The following Special Provisions are reviewed and discussed below:</i>
A. Special Provision:
Comments:
B. Special Provision:
Comments:

C. Special Provision:
Comments:
D. Special Provision:
Comments:
E. Special Provision:
Comments:
F. Special Provision:
Comments:
G. Special Provision:
Comments:
H. Special Provision:
Comments:

PRE-ERECTION CONFERENCE AGENDA (continued)
V. Plan Notes and Unusual Requirements
<i>The following plan notes and unusual requirements, experimental features, research items, and other unusual requirements are reviewed and discussed below:</i>
A. Plan Note:
Comments:
B. Plan Note:
Comments:
C. Plan Note:
Comments:
D. Plan Note:
Comments:
E. Other Requirement:
Comments:

F. Other Requirement:
Comments:
G. Other Requirement:
Comments:
H. Other Requirement:
Comments:
PRE-ERECTION CONFERENCE AGENDA (continued)
VI. Pre-Erection Inspections
A. Bearings:
1. Are bearings set on proper line and grade? Comments:
2. Will the bearings be welded during erection? If so, welding must be performed by certified welder. Comments.

B. Falsework:
1. Is falsework required per subsection 601.11(a) of the <i>Standard Specifications</i> ?
2. If falsework is required, has the Contractor's Engineer certified in writing that falsework materials and construction have been inspected and that all falsework design, materials, and construction conform with the requirements of the Contract and are safe for placement of loads, in accordance with subsection 601.11(b) of the <i>Standard Specifications</i> ? Comments:
C. Substructure Survey 601.12(l)
Has substructure survey been completed and submitted? Information checked against the plans and shop drawings?
VII. Erection Plan and Procedures
A. Erection Plan:
Has erection plan been submitted as required? Comments:
1. Have minimum requirements been incorporated into the erection plan?
2. When will the final Erection Plan, signed and sealed by the Contractor's Engineer, stamped "Approved for Construction" and signed by the Contractor be submitted to the Project Engineer (date and time)?

3. Erection subcontractor’s demonstration of knowledge and familiarity with piece marks.

- The Erection sheets from the shop drawings may be needed to facilitate the discussion.

- Call the girder fabricator on the speaker telephone.

- On the components to be erected, where are the piece marks located?

- How are the piece marks oriented in the finished structure?

- Discuss the shop drawing piece mark convention used by the girder fabricator.

- Has the Erection subcontractor discussed with the fabricator how the girders will be loaded? Piece marks toward the front or rear of the truck?

Did the girder fabricator state whether the erection subcontractor had demonstrated a correct understanding of the piece marks?

Did the girder fabricator correct any misunderstanding?

PRE-ERECTION CONFERENCE AGENDA (continued)

B. Erection Plan Deviation:

1. Any deviation from the final Erection Plan will require prior approval from the Contractor’s Engineer and the Contractor and must be discussed with the Project Engineer. Comments:

2. What are the contingency plans if erection is not proceeding according to schedule? Based on production and time, what are the specific points during erection a decision will be made to proceed with or cancel erection? The decision must be discussed with the Project Engineer. Comments:

C. Method of Communication:

What method of communication will be used between the Contractor, the erection subcontractor, Contractor's Engineer, and the Project Engineer during erection?

D. Crane Operation:

1. Is the crane staging and erection site properly graded, drained, and stabilized? If not, when will it be?

2. Is there adequate room allowed for outriggers? Has the proximity to walls or other structures been investigated?

3. Has the Contractor verified the location of underground utilities in relation to the crane outriggers?

4. Has the Contractor verified that power lines will not interfere with crane operation? Comments:

5. What contingency plans are there for equipment failure? Comments:

E. Weather :

Does the Contractor have a contingency plan for inclement weather?

The Contractor will confirm weather forecast 24 hours prior to erection. Comments and description of contingency plan:

VIII. Inspection Requirements

A. Inspection of Bolts:

1. What "acceptable platform" will the Contractor provide to allow the Engineer to inspect tension in high strength bolts per subsection 509.28(h)?

2. The Contractor will need to demonstrate that the bolt tightening method used produces the tension specified in Table 509-3. Comments:

PRE-ERECTION CONFERENCE AGENDA (continued)

IX. Safety Requirements

A. Safety Plan:

1. Has the Contractor provided for work site safety in accordance with the Occupational Safety and Health Administration requirements and standard special provision, Project Safety Planning (e.g., hardhats, handrails, safety belts, nets)? Comments:

2. Suggested safety topics:

- d. Properly sized crane?
- e. Appropriate slings, chokers, and lifting devices?
- f. Ensure that a single girder is tied off and braced prior to hoisting the adjacent girder.
- g. Tag lines to be used to control hoisted girders
- h. Never stand or walk under hoisted girder.

3. Time and place of erection safety meeting?

X. Traffic Control

A. Method of Handling Traffic (MHT)

1. Will the crane delivery require traffic control? Describe MHT

2. Will the girder delivery require traffic control? Describe MHT

3. Will the girder erection require traffic control? Describe MHT

4. Has the Method of Handling Traffic been submitted and approved?

5. Method to prevent traffic from entering work zone?

6. Public relations notified?

7. Verify vertical and lateral clearances after erection per subsection 630.09, Paragraph 4, (7) and (8). Staff Maintenance Permit Office may require notification. See Construction Bulletin 2006 Number 1..

Comments:

STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA

The following is an example Structural Concrete Pre-Pour Conference Agenda to assist in facilitating the meeting. This example presents a minimum set of topics that should be discussed during the Conference; however, not all topics will be covered for every project in every Region. Prior to its use, thoroughly read the Agenda's content and consider the special needs of the particular project and Region. Contact the Area Engineer in the Project Development Branch for additional information. Copies of this Agenda are available from the Project Development Branch and the CDOT Intranet and Internet Web Site.

[Page Intentionally Blank]

STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA			
<i>The items in the following agenda are minimum requirements that should be covered during the conference. The agenda may be used as is or as a base to develop a customized agenda.</i>			
Project Number:		Resident Engineer:	
Project Code (SA):		Project Engineer:	
Location:		Contractor:	
Date:		Superintendent:	
Time:		Foreman:	
I. Attendance Roster			
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued)			
I. Attendance Roster (continued)			
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued)			
II. Project Organization and Status			
A. Colorado Department of Transportation Personnel:			
1. Personnel in Charge at Site:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
2. Assistant-in-Charge (when personnel identified in A.1 is not present):			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
3. Tester:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
4. Inspector/Duties:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
5. Inspector/Duties:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
6. Inspector/Duties:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
7. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Comments:			
B. Contractor Personnel:			
1. Quality Control Supervisor:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
2. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
3. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
4. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Comments:			

STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued)	
III. Scheduling	
A. Materials:	
Materials will be available for sampling on:	
B. Concrete Plant:	
Concrete plant will be ready to be checked on:	
C. Finishing Equipment:	
Finishing equipment will be set up and ready for approval on:	
D. Placement Schedule:	
Placement is scheduled for:	
E. Concrete Batching:	
Concrete batching will start at:	
F. Placement Location:	
Concrete placement will start at:	
G. Length of Pour:	
Anticipated length of pour:	
H. Other Scheduled Items:	
Other scheduling items that will affect the start of the concrete pour include:	
1.	
2.	
3.	
4.	

STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued)	
IV. Special Provision Requirements	
<i>The following Special Provisions are reviewed and discussed below:</i>	
A. Special Provision:	
Comments:	
B. Special Provision:	
Comments:	
C. Special Provision:	
Comments:	
D. Special Provision:	
Comments:	
E. Special Provision:	
Comments:	
F. Special Provision:	
Comments:	
G. Special Provision:	
Comments:	
H. Special Provision:	
Comments:	

STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued)	
V. Plan Notes and Unusual Requirements	
<i>The following plan notes and unusual requirements, experimental features, research items, and other unusual requirements are reviewed and discussed below:</i>	
A. Plan Note:	
Comments:	
B. Plan Note:	
Comments:	
C. Plan Note:	
Comments:	
D. Plan Note:	
Comments:	
E. Other Requirement:	
Comments:	
F. Other Requirement:	
Comments:	
G. Other Requirement:	
Comments:	
H. Other Requirement:	
Comments:	

STRU
CTUR
AL
CONC
RETE
PRE-
POUR
CONF
EREN
CE
AGEN
DA
(conti
nued)
VI.
Pre-
Pour
Inspe
ctions

<p><i>The Contractor is hereby informed that no concrete shall be placed prior to review, inspection, and approval of the following items:</i></p>
<p>A. Forms:</p>
<p>Are forms set on proper line and grade, adequately supported, free of grout leaks, clean and properly sized. Comments:</p>

B.
False
work:
1. Are falsework drawings required per subsection 601.11(b) of the <i>Standard Specifications</i> ?

2. If
falsework
drawings
are
required,
the
Contractor's
professional
engineer
must
certify
in
writing
to the
Project
Engineer
that
falsework
materials
and
construction
are in
conformance
with
the
falsework
drawings
submitted
to the
Project
Engineer
prior
to
placement,
in
accordance
with
subsection
601.1
1(a) of
the
*Standard
Specifications*.
Comments:

3. Place ment of telltale s. Comm ents:
--

C. Reinf orc ing Steel:
Reinfo rcing steel must be of the proper grade, and the bars must be of the correc t numb er and size placed in the correc t locatio n. Bars must be proper ly tied and all areas where the epoxy coatin g has been dama ged must be correc tly repair ed. Comm ents:

D. Expansion Devices:
Expansion devices must be set on correct line and grade, formed and secured to allow concrete to flow around anchored devices with no resulting voids. Comments:
E. Line and Grade :
Inspected for proper line and grade. Comments:

F.
Finish
ing
Machi
ne
and
Testin
g
Bridg
e:

The finishing machine must be adjusted to finish on the proper line, grade, and skew, and the support rail or string line must be set properly and supported adequately. A test run must be completed and measurements taken to check uniformity. The testing bridge must be ready for use by CDOT forces. Comments:

STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued)		
VII. Concrete Batching and Delivery (subsections 601.06 and 601.07)		
A. Plant and Truck Inspections:	Yes	No
Are plant and truck inspections current?		
Have CDOT Forms 46 – Concrete Truck Mixer Inspection Certification been submitted?		
Do all trucks have counters and manufacturer's plates that list the various drum speeds?		
Comments:		
B. Design Mix:	Yes	No
Has the Concrete Mix Design Report been reviewed and approved by the Materials and Geotechnical Branch?		
Are copies of the CDOT Mix Design Review Sheet available for supplier and Inspector?		
Are there any unusual features in the concrete mixes?		
Comments:		
C. Mix Deviation:	Yes	No
Does Contractor or supplier intend to deviate from proposed proportions for any reason (e.g., admixtures)?		
If yes, prior approval to make the revision must be received. Comments:		
D. Aggregate Stockpiles:	Yes	No
Have the fine and coarse aggregate stockpiles been tested for compliance with specifications?		
Are they adequate for the proposed placement?		
Will supplier sample aggregate stockpiles for moisture content within 24-hours prior to placement? These test results should be made available to the Inspector.		
Comments:		
E. Method of Communication:		
What method of communication will be used between the batch plant and the job site?		
F. Plant Breakdowns:	Yes	No
In the event of a plant breakdown, will an alternate plant be used?		
Has a mix design been approved for this alternate plant?		
Comments:		

STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued)		
VII. Concrete Batching and Delivery (continued)		
G. Emergency Bulkheads:		
If it is necessary to place an emergency bulkhead, at what locations can this emergency bulkhead be placed?		
H. Bridge Design and Management Branch:		Yes
Has the Bridge Design and Management Branch been contacted for advice?		No
Comments:		
I. Concrete Tests:		
The Contractor is reminded that the concrete will be tested at the job site. The results of these tests will be used to accept, price reduce, or reject the concrete. The Project Engineer, or his delegated representative, will be responsible for informing the Contractor of the test results and the acceptability of the concrete. Comments:		
J. Concrete Rejection:		
The Contractor is reminded that concrete can be rejected for any of the following reasons:		
<ol style="list-style-type: none"> 1. mix exceeds the water-cement ratio criteria, 2. mixing/hauling exceed specified time limit, 3. work is not meeting specified concrete mix temperatures, or 4. a batch ticket is not filled out completely. 		
Comments:		
K. Batch Tickets:		
The concrete supplier is to furnish a batch ticket with each load of concrete delivered to the project. These tickets must contain all the information specified in subsection 601.06 of the <i>Standard Specifications</i> . The Contractor shall collect and complete the batch ticket at the placement site and deliver all batch tickets to the Project Engineer on a daily basis as per subsection 601.06 of the <i>Standard Specifications</i> . Comments:		

STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued)		
VIII. Concrete Placement (subsection 601.12 and 601.15)		
A. Weather (see subsection 601.12 (b) and (c) for temperature limitations):	Yes	No
Does the Contractor have a contingency plan for inclement weather?		
What is the weather forecast for the proposed placement date? Comments:		
B. Placement Method:		
What is the Contractor's method of placement, and what other method will be used in the event of breakdowns?		
C. Form and Reinforcement Prewetting:		
What method will be used to prewet forms and reinforcing steel?		
D. Placement Sequence:		
Is the placement sequence approved?		
	Yes	No
Comments:		
E. Special Controls:		
Is special control required to prevent detrimental camber deflections or girder rotation?		
	Yes	No
Comments:		
F. Construction Joints:		
If construction joints are needed, where will they be placed?		
G. Vibrators:		
Have frequency checks been performed on the vibrators?		
	Yes	No
Will backups be available?		
	Yes	No
How many vibrators and generators will be used?		
The Contractor is reminded that the vibrators shall not be used to move the concrete. Comments:		

STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued)		
IX. Concrete Finishing (subsections 601.12(k), 601.14, and 601.15)		
A. Finishing Equipment:		
What is the Contractor's plan in the event of a mechanical breakdown of the finishing machine?		
B. Straightedge:		
Is a 10-foot straightedge available for checking the tolerances of the finished concrete?	Yes	No
Comments:		
C. Thickness and Cover Checks:		
The Contractor is reminded that slab thickness and reinforcing steel cover checks will be made continuously and that the Contractor may be required to adjust the screed periodically or refinish a portion of the slab to within tolerance. Comments:		
D. Addition of Water:		
The Contractor is cautioned that applying water to in-place concrete by any method other than those permitted by the Contract will result in the rejection of placed concrete. Comments:		
E. Waterproofing Membrane:		
Will the deck be covered with a waterproofing membrane? OR	Yes	No
Will the final surface be concrete?		
Comments:		

STRUCTURAL CONCRETE PRE-POUR CONFERENCE AGENDA (continued)		
X. Concrete Curing (subsections 601.13 and 601.16)		
A. Curing Method:		
What method of curing will the Contractor use?		
B. Timing of Curing:		
When will the curing method begin and how long will it last?		
C. Protection of Concrete:		Yes
Does Contractor have equipment and materials at the site to provide insulation/heating of the concrete?		No
Comments:		
XI. Safety Requirements		
		Yes
Has the Contractor provided for work site safety in accordance with the Occupational Safety and Health Administration requirements (e.g., hardhats, handrails, safety belts, nets)?		No
Comments:		
XII. Traffic Control		
		Yes
Will the concrete placement require traffic control?		No
Has the Method of Handling Traffic been submitted and approved prior to placement?		
Comments:		

CONCRETE PAVEMENT PRE-PAVING CONFERENCE AGENDA

The following is an example Concrete Pavement Pre-Paving Conference Agenda to assist in facilitating the meeting. This example presents a minimum set of topics that should be discussed during the Conference; however, not all topics will be covered for every project in every Region. Prior to its use, thoroughly read the Agenda's content and consider the special needs of the particular project and Region. Contact the Area Engineer in the Project Development Branch for additional information. Copies of this Agenda are available from the Project Development Branch and the CDOT Intranet and Internet Web Site.

[Page Intentionally Blank]

CONCRETE PAVEMENT PRE-PAVING CONFERENCE AGENDA			
<i>The items in the following agenda are minimum requirements that should be covered during the conference. The agenda may be used as is or as a base to develop a customized agenda.</i>			
Project Number:		Resident Engineer:	
Project Code (SA):		Project Engineer:	
Location:		Contractor:	
Date:		Superintendent:	
Time:		Foreman:	
I. Attendance Roster			
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

CONCRETE PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)			
I. Attendance Roster (continued)			
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

CONCRETE PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)			
II. Project Organization and Status			
A. Colorado Department of Transportation Personnel:			
1. Personnel in Charge at Paving Site:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
2. Assistant-in-Charge (when personnel identified in A.1 is not present):			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
3. Tester:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
4. Inspector/Duties:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
5. Inspector/Duties:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
6. Inspector/Duties:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
7. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Comments:			
B. Contractor Personnel:			
1. Quality Control Supervisor:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
2. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
3. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
4. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
Comments:			

CONCRETE PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)
III. Scheduling
A. Materials:
Materials will be available for sampling on:
B. Concrete Plant:
Concrete plant will be ready to be checked on:
C. Paving Equipment:
Paving equipment will be set up and ready for approval on (see subsection 412.07 of the <i>Standard Specifications</i>):
D. Paving Sequence:
1. The Contractor will commence paving on:
2. Concrete batching will start at:
3. Concrete will be delivered to the paver at:
4. The Contractor proposes to work the following hours:
5. How many days per week does the Contractor intend to work?
6. What paving sequence will the Contractor follow?
a. Where will paving start?
b. What width will be paved?
c. The Contractor shall detail his plan to complete the rest of the paving, including widths and proposed starting dates. Comments:
(1).
(2).
(3).
(4).
(5).

CONCRETE PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)
III. Scheduling (continued)
E. Sealing:
1. When will sealing begin?
<p>2. Sealing will be performed in accordance with subsection 412.18 of the <i>Standard Specifications</i>. Before installation of the backer rod or sealant, the following shall be completed:</p> <ul style="list-style-type: none"> a. Repair of defective pavement slabs and repair and proper curing of cracks or spalls in accordance with subsection 412.16 of the <i>Standard Specifications</i>. b. Corrective work for tining. c. Corrective work for pavement smoothness in accordance with subsection 412.17(c) of the <i>Standard Specifications</i>. <p>Comments:</p>
F. Profilograph Delivery:
The profilograph should be on the project three working days before the start of any concrete pavement work. When will the profilograph be delivered to the project?
G. Other Scheduled Items:
Other scheduling items that will affect the start of concrete paving include:
1.
2.
3.
4.
5.
6.
7.

CONCRETE PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)
IV. Pre-Paving Requirements and Inspections
<i>The Contractor is hereby notified that no concrete pavement shall be placed prior to the review, inspection, and approval of the following items:</i>
A. Concrete Mix Design:
Comments:
B. Batch Plant Operations:
The batch plant will be operated in accordance with AASHTO M 157 and subsection 601.06 of the <i>Standard Specifications</i> . Comments:
C. Cement and Fly Ash:
Cement and fly ash shall be handled in accordance with the requirements of subsection 601.06(a) of the <i>Standard Specifications</i> . Comments:
D. Water:
Water shall be measured in accordance with the requirements of subsection 601.06(b) of the <i>Standard Specifications</i> . Comments:
E. Aggregates:
Aggregates shall be stockpiled and handled in accordance with the requirements of subsections 601.06(c) of the <i>Standard Specifications</i> . Comments:
F. Aggregate Contamination:
What is the Contractor's quality control plan to prevent earth materials from contaminating the aggregate?
G. Bins and Scales:
Bins and scales shall comply with the requirements of subsection 601.06(d) of the <i>Standard Specifications</i> . Comments:
H. Paving and Hauling Equipment:
Paving and hauling equipment shall be examined and approved in accordance with the requirements of subsection 412.07 of the <i>Standard Specifications</i> . Comments:

CONCRETE PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)
IV. Pre-Paving Requirements and Inspections (continued)
I. Subgrade:
Subgrade should be inspected and approved in accordance with the requirements of subsection 412.08 of the <i>Standard Specifications</i> . Comments:
J. Tie Bars:
What method will be used for placing tie bars?
1. Longitudinal construction joints shall be constructed in accordance with subsection 412.13(a)1 of the <i>Standard Specifications</i> . Tie bars shall be placed perpendicular to the longitudinal joint by an approved method. The tie bar should be inserted in front of the vibrators so that the concrete is consolidated around the tie bar. Approval of the Contractor's method should be contingent on his showing that the method will provide proper consolidation around the tie bar and the necessary pull-out resistance. Comments:
2. Longitudinal weakened plane joints shall be constructed in accordance with subsection 412.13(b)1 of the <i>Standard Specifications</i> . Epoxy coated deformed steel tie bars shall be placed perpendicular to the longitudinal joint by an approved method. The Contractor's method must properly space the tie bars and place them at the correct depth. Comments:
V. Haul Routes, Legal Loads, and Traffic Control
A. Method of Handling Traffic:
Has a detailed Method of Handling Traffic been submitted and approved?
B. Legal Weight Limits:
All hauling vehicles shall comply with legal weight limits. Comments:
C. Concrete Protection:
Traffic will not be permitted on the concrete pavement until 14 days after the pavement has been placed or until the compressive strength has reached 3,000 pounds per square inch in accordance with subsections 105.13 and 412.22 of the <i>Standard Specifications</i> . Comments:
VI. Safety Requirements
All Occupational Safety and Health Administration safety procedures must be followed. Comments:

CONCRETE PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)
VII. Special Provision Requirements
<i>The following Special Provisions for Concrete Pavement are reviewed and discussed below:</i>
A. Special Provision:
Comments:
B. Special Provision:
Comments:
C. Special Provision:
Comments:
D. Special Provision:
Comments:
E. Special Provision:
Comments:
F. Special Provision:
Comments:
G. Special Provision:
Comments:
H. Special Provision:
Comments:

CONCRETE PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)
VIII. Standard Specification Requirements
<i>The following Standard Specifications for concrete pavement are reviewed and discussed below:</i>
A. Equipment (subsection 412.07):
<p>1. If any vibrator ceases to function properly, the paving operation shall be stopped immediately and not resumed until the faulty vibrator has been repaired or replaced, in accordance with subsection 412.07(b) of the <i>Standard Specifications</i>. Comments:</p>
<p>2. The Contractor shall furnish a movable bridge that conforms to subsection 601.05e for use by the Department, in accordance with subsection 412.07(d) of the <i>Standard Specifications</i>. CDOT will use this bridge for testing and inspection. Comments:</p>
B. Limitations of Placing Concrete (subsections 412.15 and 601.12[b] and [c]):
<p>Mixed concrete, which has a temperature of 90 degrees Fahrenheit or higher, shall not be placed. The mixed concrete temperature shall be between 50 and 90 degrees Fahrenheit at the time of placement. Concrete shall not be placed on frozen ground, in accordance with subsection 601.12(b)&(c) of the <i>Standard Specifications</i>. When the air temperature is expected to fall below 35 degrees Fahrenheit, the concrete shall be protected to maintain the temperature at the surface of the pavement at or above 40 degrees Fahrenheit, in accordance with subsection 412.15 of the <i>Standard Specifications</i>. Any time that the air temperature reaches 35 degrees Fahrenheit and is falling, placement of concrete shall cease. All concrete placed within the previous 72 hours shall be immediately protected. This protection shall continue for a period of 5 days from the time of initial placement of the concrete, in accordance with subsection 412.15 of the <i>Standard Specifications</i>. Comments:</p>
C. Placing Concrete (subsection 412.10):
<p>Concrete for areas which contain load transfer devices shall not be dumped directly from the hauling vehicles onto the grade. Concrete shall be placed by an approved placement spreader machine. Construction equipment other than standard paving equipment will not be allowed to handle plastic concrete in advance of the paver in the roadway without approval. Comments:</p>

CONCRETE PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)
VIII. Standard Specifications (continued)
D. Finishing (subsection 412.12):
<p>1. The addition of superficial water to the surface of the concrete to assist in finishing operations will not be permitted. This also means that superficial water cannot be added by soaking the burlap drag. The burlap drag should be kept damp, but not so wet that free water is deposited on the surface of the pavement. Comments:</p>
<p>2. Inability of the finish machine to provide an acceptable surface finish, after corrective action, will be cause for requiring replacement of the finish machine. Comments:</p>
<p>3. Hand finishing will be permitted only in the event of a mechanical breakdown or for narrow widths or areas of irregular dimensions. Comments:</p>
<p>4. After the concrete has been struck off, vibrated, and consolidated, it shall be further smoothed, trued, and consolidated by an approved mechanical oscillating float. Hand floating will be permitted only as specified in Item 3. above. Comments:</p>
<p>5. Stationing shall be stamped into the outside edge of the pavement, as shown on the plans. Comments:</p>
<p>6. The Contractor shall have materials available to protect the pavement slab from the effects of rain until the concrete has hardened. Comments:</p>

CONCRETE PAVEMENT PRE-PAVING CONFERENCE AGENDA (continued)
VIII. Standard Specifications (continued)
E. Joints (subsection 412.13):
<p>1. Immediately after sawing, the sawed joints shall be flushed with water to remove any saw residue, and the saw residue shall be completely removed from the surface of the pavement. This residue shall be removed by approved methods. The saw residue can simply be washed off the pavement in rural areas. In urban areas or any area where the saw residue might enter a live stream, it must be picked up by a vacuum truck or by other approved method. Comments:</p>
<p>2. The time of sawing shall be determined by the Contractor to prevent random cracking and raveling from the sawing. If uncontrolled cracking occurs during or prior to joint sawing, the Contractor shall move the sawing operation ahead and, if necessary, add additional sawing units to eliminate uncontrolled cracking. Comments:</p>
<p>3. When dowel bars are specified in the Contract, they shall be installed within the tolerances and of the size, grade, and spacing specified. Dowel assemblies shall be securely stacked or attached to the subgrade to retain their installation tolerance during concrete placement. The center of the dowel assembly shall be marked on both sides of the pavement slab for reference in sawing the joint. Comments:</p>
<p>4. When concrete shoulders or widening are constructed subsequent to the driving lanes, transverse weakened plane joints shall immediately be formed in the plastic concrete of these widenings to create an extension of the existing transverse joint. This tooled joint shall be formed in such a manner that it controls the cracking and shall be sawed and sealed. Comments:</p>
F. Curing (subsection 412.14):
<p>1. Immediately after the finishing operation has been completed, the entire surface, including tined grooves and exposed sides of the newly placed concrete, shall be sprayed uniformly with an impervious membrane curing compound meeting the requirements of AASHTO M 148 Type 2. The concrete shall not be left exposed for more than 30 minutes before being covered with curing compound. Failure to cover the surface of the concrete within 30 minutes shall be cause for immediate suspension of the paving operations. Comments:</p>
<p>2. Should the curing film become damaged from any cause, within 72 hours after application, the damaged portions shall be repaired immediately with additional curing compound. Comments:</p>
G. Repair of Defective Concrete Pavement (subsection 412.16):
<p>Defective concrete pavement shall be repaired or replaced at the Contractor's expense. The Contractor's corrective work plan shall be approved prior to performing the work. Comments:</p>

[Page Intentionally Blank]

CONCRETE PAVEMENT QC/QA CONFERENCE AGENDA

The following provides an example Concrete Pavement QC/QA Conference Agenda to assist in facilitating the meeting. This example presents a minimum set of topics that should be discussed during the Conference; however, not all topics will be covered for every project in every Region. Prior to its use, thoroughly read the Agenda's content and consider the special needs of the particular project and Region. Contact the Area Engineer in the Project Development Branch for additional information. Copies of this Agenda are available from the Project Development Branch and the CDOT Intranet and Internet Web Site.

[Page Intentionally Blank]

CONCRETE PAVEMENT QC/QA CONFERENCE AGENDA			
<i>The items in the following agenda are minimum requirements that should be covered during the conference. The agenda may be used as is or as a base to develop a customized agenda.</i>			
Project Number:		Resident Engineer:	
Project Code (SA):		Project Engineer:	
Location:		Contractor:	
Date:		Superintendent:	
Time:		Foreman:	
I. Attendance Roster			
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

CONCRETE PAVEMENT QC/QA CONFERENCE AGENDA (continued)			
I. Attendance Roster (continued)			
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

CONCRETE PAVEMENT QC/QA CONFERENCE AGENDA (continued)			
II. Project Organization and Status			
A. Colorado Department of Transportation Personnel:			
1. Project Engineer:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
2. Assistant-in-Charge (when personnel identified in A.1 is not present):			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
3. Project Acceptance Tester:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
4. Head Tester:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
5. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
B. Contractor Personnel:			
1. Superintendent:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
2. Process Control Supervisor:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
3. Process Control Tester:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
4. Other:			
Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	
C. Distribution of Standard Specifications:			
<i>A minimum of the following personnel should have a copy of the appropriate Sections of the Standard Specifications:</i>			
Personnel Title		Yes	No
Project Engineer			
Project Acceptance Tester			
Head Tester			
Superintendent			
Process Control Supervisor			
Process Control Tester			
D. Distribution of QC/QA Software:			
Name:		Version:	
<i>A minimum of the following personnel should have a copy of the QC/QA software:</i>			
Personnel Title		Yes	No
Project Acceptance Tester			
Head Tester			
Process Control Tester			

CONCRETE PAVEMENT QC/QA CONFERENCE AGENDA (continued)		
III. Process Control Testing (Compression and Flexural)		
A. Quality Control Plan (QCP):		Yes No
Has QCP been approved in writing by the Project Engineer?		
Comments:		
B. Sampling Frequency:		Yes No
Does QCP meet minimum random sampling frequency (Table 106-3 or 106-4 of the <i>Standard Special Provisions</i>)?		
Comments:		
C. Test Result Chart:	Posting Location:	Yes No
Is the Test Result Chart for each process with tonnage and tolerance limits posted daily at a location convenient for viewing by the Project Engineer.		
Comments:		
D. Quality Level Chart:	Posting Location:	Yes No
Is the Quality Level Chart for each element in Table 106-3 or Table 106-4 of the <i>Standard Special Provisions</i> posted daily at a location convenient for viewing by the Project Engineer.		
Comments:		
E. Process Control Supervisor:		Yes No
1. Is the Process Control Supervisor for process control sampling and testing identified in the QCP?		
2. Does the Process Control Supervisor possess at least one of the following qualifications?		
a. Registration as a Professional Engineer in the State of Colorado?		
b. Registration as an Engineer in Training in the State of Colorado with two years' paving experience?		
c. Bachelor's of Science Degree in Civil Engineering or Civil Engineering Technology with three years' paving experience?		
d. National Institute for Certification in Engineering certification at Level III or higher in the subfields of Transportation Engineering Technology, Highway Materials or Construction Materials Testing Engineering Technology, Concrete and four years' paving experience?		
Comments:		
F. Technicians:		Yes No
Does the technician performing the tests, if other than the person in responsible charge, have a minimum of two years' concrete testing experience and possess an American Concrete Institute Laboratory Technician Grade 1 certification?		
Comments:		
G. Process Control Test Report:		
The Contractor will report the results of the process control tests to the Project Engineer in writing at least once per day. Describe where and when this will be performed. Comments:		

CONCRETE PAVEMENT QC/QA CONFERENCE AGENDA (continued)		
IV. Acceptance Testing (Compression and Flexural)		
A. Frequency and Procedures:		
Acceptance testing frequencies shall be in accordance with Table 106-3 or Table 106-4 of the <i>Standard Special Provisions</i> . Acceptance sampling and testing procedures will be in accordance with the <i>CDOT Field Materials Manual</i> and subsection 106.03 of the <i>Standard Specifications</i> and will be selected by a stratified random process. Comments:		
B. Testing Criteria:		
Which testing criteria will be used for acceptance?	Compressive Strength	Flexural Strength
V. Check Testing Program (Compressive and Flexural)		
The Contractor and the Project Engineer shall conduct a check testing program before any Portland Cement Concrete Pavement is placed, in accordance with subsection 106.03 of the <i>Standard Special Provisions</i> . Please describe where and when this will be performed. Comments:		
VI. Independent Assurance Testing (Flexural Strength Only)		
Independent Assurance Tests for flexural strength will be from a split sample of the Contractor's Quality Control Test. Comments:		
VII. Verification Testing (Flexural Strength Only)		
A. Frequency and Procedures:		
Verification sampling and testing procedures will be in accordance with Sections 105, 106, 412 of the <i>Standard Specifications</i> and the Schedule for Minimum Materials Sampling, Testing, and Inspection in the <i>CDOT Field Materials Manual</i> . Samples for verification and acceptance testing shall be taken by the Contractor in accordance with the designated method and shall be taken in the presence of the Project Engineer. Beams shall be molded and tested by the Contractor in the presence of the Project Engineer. Comments:		
B. Analysis of Test Results:		
Analysis of test results will be performed after all test results are known using the t-test and F-test statistical methods using an alpha value set at 0.05. Comments:		

[Page Intentionally Blank]

ENVIRONMENTAL PRECONSTRUCTION CONFERENCE AGENDA AND ATTENDANCE ROSTER

This section provides an Environmental Preconstruction Conference Agenda and an Attendance Roster (with Certification of Understanding) to assist in facilitating the meeting. This Agenda presents a minimum set of topics that should be discussed during the Conference. Prior to its use, thoroughly read the Agenda's content and consider the special needs of the particular project and Region. Contact the Area Engineer in the Project Development Branch for additional information. Copies of this Agenda are available from the Project Development Branch and the CDOT Intranet and Internet Web Site.

[Page Intentionally Blank]

ENVIRONMENTAL PRECONSTRUCTION CONFERENCE AGENDA

1. Introductions

- Permit Compliance: this project has a Stormwater Construction Permit (SCP) – from the Colorado Dept. of Public Health and Environment (CDPHE): There are regulatory requirements that we need to comply with to protect water quality. A SWMP is required on *all* projects with a permit.

2. Purpose of Preconstruction Conference:

- Consent Order (CO) – CDOT is under a CO, which is the legal document between CDOT and CDPHE that is a result of violations of the Stormwater Construction Permit (SCP) issued by CDPHE to CDOT for multiple construction projects.
 - Preconstruction meetings are a requirement of the Consent Order. CDOT must explain the Colorado Discharge Permit System (CDPS), SCP, site specific SWMP, and any other environmental requirements for the site.
- Signed certification of understanding – In accordance to #32 of the Consent Order, at the conclusion of the preconstruction meeting each attendee is required to sign a certificate that they understand the terms and conditions of the CDPS, SCP, and the site's associated SWMP. Any other sub-contractors that come onto the project site during construction shall also be made aware of these requirements and they shall sign the certification.

3. Project Schedule/Start Date/Key Submittals:

- Scheduling BMP reviews with the Region Water Pollution Control Manager (RWPCM).
 - Install initial BMPs (First Construction Activities/Perimeter Control) on the SWMP. Items may include inlet protection, silt fence, erosion logs, temporary berms at proposed toes of slope, protection of existing vegetation, etc. See site-specific SWMP.
 - After BMPs are installed and prior to initiation of construction activities, the Engineer, RWPCM, ECS and Superintendent shall inspect the site to ensure BMPs are installed and located correctly.
 - Anticipated date of review: _____
- Submittals.
 - Potential Pollutants and SPCC Plan at or prior to environmental preconstruction conference.
 - A minimum of ten days prior to the start of the construction activity, a method statement for containing pollutant by-products (concrete saw water, concrete washout in accordance with 107.25 (b) 13).
 - Copy of Construction Dewater Permit (CDW) prior to dewatering operations (if any).
 - Written notification to owners of water supply at least 15 days prior to dredging or fill operations in accordance to 107.25 (b) 9 (if any).

4. SWMP Notebook:

- This is for the ECS to update and revise as needed. The notebook is a requirement of the CDOT Specifications. Some areas need immediate attention (items 1.ii, 10, 11,13,15,17 and 19) Read all areas prior to the start of construction to make sure they are correct and apply to this project.

- ** are areas for all Contractors and their subs to deal with.

(1) SWMP Plan Sheets

- i. Site Description – Part I.C.1 of the CDPS-SCP. Ensure all items are filled in.
Common areas of concern:
 1. 1. B Proposed sequencing for major activities. If this changes, update this item.
 2. 1. C Areas of disturbance – acreage shown is based on the limits of disturbance line shown on the SWMP site map. Disturbing more acreage than what is shown requires amending the CDPS-SCP.
 3. 1. E Existing Vegetation – if plans indicate this as the responsibility of the Contractor, then transect lines are to be performed in accordance to the CDOT Erosion and Stormwater Quality Guide.
- ii. Site Map Components – Changes must be made immediately upon being aware of them. Part I.C.2 of the CDPS-SCP. Items listed are requirements of the permit. Pay attention to requirements of the Contract including, but not limited to:
 1. Update the site map as changes occur, including disturbance areas.
 2. Map must be legible.
 3. Arrows showing direction of water flow.
 4. Date and sign amended items as they occur.
 5. Locations of potential pollutants.
- iii. Stormwater Management Controls First Construction Activities – Part I.C.3.a, b, and c of the CDPS-SCP. Record:
 1. 4. A Designate a SWMP Administrator
 2. 4. C Fill out matrix as BMP placement occurs.
 - a. Read narratives provided. If what is written cannot be accomplished cross out, date, sign and provide what will be done instead, along with a justification.
 3. During Construction - Add information, update or amend items listed. If information is located in a section of the notebook, reference here where the information can be found (which section).
- iv. Final Stabilization and Long-term Stormwater Management
 1. Interim and final stabilization – areas to be permanently stabilized within 48 hours of completion during the seeding season.

(2) SWMP site map and project plan title sheet

- i. Site map components (see (1) ii above)

(3) Copies of subsection 107.25 and sections 207, 208, 212, 213, and 216 of the Standard Specifications, and all of the standard and project special provisions that modify them

(4) Standard Plan M-208-1

- i. Cross out or highlight.
- ii. Write an explanation as to why it was removed or what is being used instead.

(5) Details of BMPs used on the project not covered in Standard Plan M-208-1.

- i. Technical drawing – include dimensions, etc.

(6) Plan sheets and specifications for permanent water quality structures, riprap, and temporary stream crossing.

(7) Narratives related to BMPs used on the project not covered on the SWMP plans or site maps

- i. See CDPHE Stormwater Management Plan Preparation Guidance page 12 of 19, which can be found on the Colorado Department of Public Health and

Environment web site. Guidance is attached to the Stormwater Construction Permit application at:

<http://www.cdphe.state.co.us/wq/PermitsUnit/PERMITS/CONSTRUCTION/constructionnewpage.html>

OR directly to:

http://www.cdphe.state.co.us/wq/PermitsUnit/PERMITS/CONSTRUCTION/SWC ONSTINSTR_SWMPGUIDE.pdf

- (8) **Calendar for marking when all inspections, except the daily inspections, take place.**
- (9) **All project environmental permits and associated applications and certifications, including, CDPS-SCP, Senate Bill 40, USACE 404, dewatering, and all other permits applicable to the project, including any CDPS-SCP obtained by the Contractor for staging area on private property, asphalt or concrete plant, etc.**
- i. Obtain certifications from Contractor and subcontractors that equipment has been cleaned prior to initial site visit.
- (10) **List of potential pollutants as described in subsection 107.25**
- i. Must be submitted prior to or at the preconstruction conference.
 - ii. At a minimum evaluate those listed in the specification.
Commonly missed or new items include:
 1. Vehicle and equipment maintenance and fueling.
 2. Loading and unloading operations.
 3. Concrete truck and equipment washing, including the concrete truck chute and associated fixtures and equipment.
 4. Concrete placement and finishing tool cleaning.
 5. Other areas or procedures where spills could occur.
 6. Method statement for containing pollutant by-products to the engineer for approval.
 7. Updating the potential pollutants list throughout construction.
 - iii. Part I.C.3.b of the CDPS-SCP.
- (11) **Spill Prevention, Control and Countermeasure Plan 208.051 (c) and reports of reportable spills submitted to CDPHE**
- i. At a minimum evaluate those listed in the specification.
Commonly missed or new items include:
 1. Identification and contact information of the ECS, Contractor and CDOT spill coordinators.
 2. Locations of areas on project site where equipment fueling and servicing operations are permitted.
 3. Quantities of chemicals and locations stored on site.
 4. Clean up procedures to be implemented in the event of a spill that does not enter state waters or ground water.
 5. Procedures for spills of **any** size that enter surface waters or ground water or have the potential to do so.
 6. A summary of the employee training provided.
 7. Updating the SPCC throughout construction.
- (12) **Form 1176 Inspection reports, ECAT and RECAT report and documentation of the corrective actions for any finding**
- i. Fill out all items.
Commonly missed items include:
 1. (16) Preventative measures taken to prevent future violations.

2. Signatures.

- ii. Items to be corrected as soon as possible immediately in most cases.
- iii. Item #17 reporting requirements, Part II.A.2 and 3 of the CDPS-SCP.
- iv. Part I.D.6 of the CDPS-SCP.

Note: Permit states specifically that maintenance is proactive, not responsive.

- (13) **Form 105s relating to water quality**
 - i. Include all correspondence related to 105.
- (14) **Description of inspection and maintenance methods implemented at the site to maintain all erosion and sediment control practices identified in the SWMP**
 - i. See SWMP sample notebook.
<http://www.coloradodot.info/business/designsupport/water-quality-control>
 - ii. Part I.C.5 of the CDPS-SCP.
- (15) **Schedule for accomplishing temporary and permanent erosion control work in accordance with subsection 208.03(b), the weekly meeting agenda and the meeting sign in sheet**
 - i. Included in the CPM or bar project schedule.
 - ii. Add the Agenda of weekly meetings to this area of the Notebook.
- (16) **Erosion Control Supervisor's certification and Superintendent's ECS certification if acting as a substitute for the ECS in daily inspections**
- (17) **Environmental Preconstruction Conference agenda with a certification of understanding of the terms and conditions of the CDPS-SCP and SWMP**
 - i. The certification shall be signed by all attendees.
 - ii. A certification shall also be signed by all attendees of meetings held for new subcontractors beginning work on the project after the Environmental Preconstruction Conference has been held.
- (18) **Form 1388 Daily Stormwater Log**
 - i. Engineer to review forms.
- (19) **Monthly audit reports provided by the Region Water Pollution Control Manager (RWPCM)**
- (20) **Project photographs documenting existing vegetation prior to construction commencing**
 - i. Note location of where the picture was taken.

5. New in the 101, 107, and 208 Water Quality Control Specification (includes but not limited to):

- Fording waters will only be allowed as authorized by the U.S. Army Corps of Engineers 404 Permit (deleted fording four times per day).
- Erosion logs are trenched 2 inches into the soil.
- Use of hay bale checks in ditches is no longer allowed.
- Added clarification on weed free forage. Hay/straw must be certified by Colorado Department of Agriculture Weed Free Forage Certification Program. Each bale to be identified with orange and blue twine. Hay/straw is not to be unloaded or twine removed until the Engineer has inspected and accepted them.
- Only fabricated washout structures listed on the CDOT approved products list may be used.
- The use of recycled concrete is not allowed to be used for vehicle tracking pad (formally stabilized construction entrance).
- The Superintendent shall have an ECS card if doing daily inspections.
- Weekly Meetings will be conducted by the Engineer, Superintendent, and ECS with all persons involved in construction activities that could adversely affect water quality to discuss the SWMP, CDPS-SCP, problems implementing the project SWMP or maintaining BMPs, BMPs to be constructed, removed, modified or maintained and unresolved issues from the daily stormwater log. New subcontractors who

did not attend the Environmental Preconstruction Conference will be briefed on the requirements of the SWMP and the CDPS-SCP at their first weekly meeting.

- An agenda shall be prepared by the Superintendent and have a sign in sheet on which the names of all attendees shall be recorded.
- Street sweeping, when used as a BMP as shown in the Contract, will be measured and paid for.
- Trash removal, when used as a BMP as shown in the Contract, will be measured and paid for.
- Secondary containment shall be capable of containing the volume of the storage structures plus at least 10% freeboard.

6. Soil Retention Blankets (Subsection 216.02):

- A sample of the staples and a copy of the manufacturer's product data showing that the product meets the Contract requirements shall be submitted for approval at the environmental preconstruction conference. M&S shows staple patterns. Separate details for ditch vs. channel applications.

7. Additional items, as required:

- Significant modifications or additions
 1. A significant modification or addition is one that is implemented by a CMO or MCR. See Section 120.7 of the Construction Manual for guidance in writing change orders.

8. Failure to Implement Stormwater Management Plan:

- Contractor Erosion Control Compliance Program – was developed by CDOT to adhere to Consent Order #40. CDOT was required to submit to CDPHE specific criteria and repercussions that would be applied for various levels of Contractor noncompliance. Items listed below (1st – 5th Engineers response) are a portion of the compliance program.
- See subsection 208.06 for changes in notifying Contractor for incidences of failure to perform, liquidated damages, and stop work orders.
- When a failure may endanger health or the environment, a stop work order may be issued in accordance with subsection 105.01.
- See Construction Bulletin dated December 23, 2008 for enforcement of critical permit and contract requirements:
 1. **First Engineer Response** – The Engineer will provide immediate verbal notification to Contractor accompanied by a speed memo (Form # 105) to the Contractor requiring immediate compliance with CDPS-SCP. The Contractor has 48 hours from midnight of the day the speed memo was issued to complete the work. Compliance must be documented by a reply to the speed memo, and photographs of the corrected items. Documentation must be submitted to the Engineer by the following business day after the 48 hour period.
 2. **Second Engineer Response** – If required work is not completed within 48 hours of the issued speed memo notice, the Engineer will assess the appropriate liquidated damages as stipulated under revised subsection 208.06 of the Standard Specifications. Liquidated damages will continue to accumulate for each calendar day until all corrections are completed.
 3. **Third Engineer Response** – If the Contractor fails to correct compliance failures within 48 hours without acceptable justification once liquidated damages are applied, the

Engineer may issue a Stop Work Order in accordance with subsection 105.01 of the Standard Specifications.

4. ***Fourth Engineer Response*** – If the Contractor’s corrective action plan and schedule is not submitted and approved within 48 hours of the Stop Work Order or the corrective action plan is not implemented by the Contractor, the Engineer shall have an immediate on-site meeting with the Superintendent and the Superintendent’s supervisor. The Engineer will also contact the Resident Engineer, the RWPCM and the Region Program Engineer to participate in the on-site meeting.
 - (1) Superintendent name and phone number: _____
 - (2) Superintendent’s supervisor name and phone number: _____
 - (3) Resident Engineer name and phone number: _____
 - (4) RWPCM name and phone number: _____
 - (5) Region Program manager name and phone number: _____
5. ***Fifth Engineer Response*** – If the Contractor remains non-responsive to requirements of the on-site meeting the Engineer will start default and Contract termination procedures in accordance with section 108.8 of the Construction Manual.

9. Inspections:

Prior to initiation of construction activity

- Daily inspections, 1176 inspections, 1177 inspections, Monthly audits performed by the RWPCM, and RECATs - SEE 208 SPECIFICATIONS FOR REQUIRED ATTENDEES.
- **RECATS/ECATS**
 - When they can be expected – 2 business days’ notice.
 - Findings/reports/follow-up
- **Final walk through prior to final acceptance**
 1. Superintendent, the ECS, the Engineer, the Region Water Pollution Control Manager, and CDOT Maintenance personnel; and the CDOT Landscape Architect, CDOT Region Environmental personnel, and the CDOT Hydraulics Engineer as determined by the Engineer in attendance.
 2. The Contractor shall survey Permanent Water Quality BMPs (Permanent BMPs) on the project after they are constructed and confirm they are at final configuration and grade. The Engineer will identify which Permanent BMPs shall be surveyed prior to the final walk through. The survey shall be performed in accordance with Section 625.

10. Environmental issues:

- Wetlands, SB 40, Migratory birds, T&E, Sensitive areas, Dewatering (If applicable to the project)
 1. Protection of existing vegetation
 2. Protection of existing wetlands
 3. Protection of T&E habitat
 4. Requirements of dewatering – see 107.25 (b) 8.

11. Certificate of Understanding:

- Have all attendees sign and date and remind Contractor to have all subcontractors not in attendance at the Preconstruction Meeting or starting work later, to sign and date Certification.

12. Site Review, if needed:

- Review BMP placement, vegetation transect locations.
- Review proposed stream crossings, diversions, access plans, wetland areas, etc.
- Any additional environmental impacts that can be avoided?

Environmental Preconstruction Conference Agenda

[For Attendees]

- 1. Introductions**

- 2. Purpose of Preconstruction Conference**

- 3. Project Schedule/Start Date/Key Submittals**

- 4. SWMP Notebook**

- 5. New in the 101, 107, 208 Water Quality Control Specification**

- 6. Soil Retention Blankets (Subsection 216.02)**

- 7. Additional items, as required**

- 8. Failure to Implement Stormwater Management Plan**

- 9. Inspections**

- 10. Environmental issues**

- 11. Certificate of Understanding**

- 12. Site Review, if needed**

