CDOT Local Agency Pre-Con Agenda Outline

| Project Federal # | ABC D123-456 |
| --- | --- |
| Project SA # | 12345 |
| Local Agency |  |
| Location of Project |  |
| Description of Project |  |
| Funding Source for Grant | Federal / State / Both |
| FHWA End Date |  |
| IGA Expiration Date |  |

**CDOT Personnel:**

**Local Agency Coordinator:**

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |
| 24 hour Contact | YES / NO |

**Region ## Traffic / LA RE:**

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |
| 24 hour Contact | YES / NO |

**Local Agency Personnel:**

**Project Engineer:**

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |
| 24 hour Contact | YES / NO |

**Project Assistant:**

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |
| 24 hour Contact | YES / NO |

**Public Information:**

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |
| 24 hour Contact | YES / NO |

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. Shop drawings and all other submittals required by the Contract shall be submitted to the Project Engineer.

**Prime Contractor Personnel:**

**Project Superintendent (In charge of the overall project)**

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |
| 24 hour Contact | YES / NO |
| Authorized to Sign CMOs | YES / NO |

**Project Manager (In charge of paperwork/financials)**

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |
| 24 hour Contact | YES / NO |
| Authorized to Sign CMOs | YES / NO |

**Project Foreman (Will be on-site 100% of the time)**

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |
| 24 hour Contact | YES / NO |
| Authorized to Sign CMOs | YES / NO |

**Back up Project Foreman (If-applicable)**

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |
| 24 hour Contact | YES / NO |
| Authorized to Sign CMOs | YES / NO |

**Project Schedule Information:**

| Notice to Proceed Date |  |
| --- | --- |
| Start Date |  |
| End Date |  |
| Has a Baseline CPM schedule been Submitted | YES / NO |
| Total Project Days Allowed | \_\_\_\_\_ Working /\_\_\_\_\_ Calendar |
| Normal Working Hours |  |
| Is Saturday Work Allowed? | YES / NO |
| Special Events/Dates that will impact the work zone (School, Festivals, Holidays, etc..) |  |

**Weekly Meeting:**

| Day of the Week |  |
| --- | --- |
| Time |  |
| Method | In Person / Virtual / Combination |
| Location |  |
| Items Needed for every Meeting | Agenda, 2-3 Week Look ahead, Submittal Log, RFI Log |

**Administrative Pre-Con Submittals from the LA Checklist:**

| **Items** | **Received** |
| --- | --- |
| 1.1 Plans and Specs | Yes / NO |
| 1.2 Materials Testing Form 250 – From CDOT | Yes / NO |
| 1.3 Independent Assurance Testing Form 379 – From CDOT | Yes / NO |
| 1.4 Notice to Proceed | Yes / NO |
| 1.6 Contractor Selection of Litigation or Arbitration Form 1378 | Yes / NO |
| 1.7 Emergency Notification Form 140 | Yes / NO |
| 1.8 Initial baseline schedule (include monthly updates) | Yes / NO |
| 1.9 PE and Inspector Certs | Yes / NO |
| 1.10 Certificate of Insurance (CDOT named additional) | Yes / NO |
| 1.12 Project Safety Management Plan | Yes / NO |
| 1.13 Copy of Prime Contractor Contract (With Form 1273) | Yes / NO |
| 1.14 Copy of Subcontractor Contract (With Form 1273) | Yes / NO |

**General EEO Project Items:**

**Form 205 Subcontractor Permit Applications:**

The use of B2Gnow is the way the 205s will be submitted and approved. The LCPtracker/B2Gnow enrollment form should be filled out before the precon to get the set up of this system completed before work starts.

**Form 1425 Supplier List:**

 The form 1425 is to be used for all suppliers (Greater than $10,000) on the project. If the supplier is being used for DBE credit, a 205 must be submitted. This will be submitted and tracked in the B2Gnow system

 If you have questions on the requirements of what Owner/Truckers should do, please reference the 2020 CDOT EEO Manual.

**Form 118 Contractor Certified Payrolls:**

 LCPtracker is the software being used to track and approve electronic payrolls. The LCPtracker/B2Gnow enrollment form should be filled out before the precon to get the project set up in the system.

**Bulletin Board:**

 Must be displayed on the project, not in a trailer or a book in a vehicle. LA checklist has a website and checklist for what forms are required to be posted.

**OJT and DBE:**

 OJT Goal – \_\_\_\_\_\_\_\_\_\_\_Hours
DBE Goal – \_\_\_\_\_\_\_\_\_\_\_% of contract Less F/A line items.

 Form 1418 and 1419s are submitted through B2Gnow

 Form 838 is submitted manually to LAC for review and submission to the CDOT EEO administrator. The apprentice/trainee will then be added to the LCPtracker system and will have automated reporting.

**Wage Compliance Interviews:**

Form 280– \_\_\_\_\_\_\_\_\_\_\_\_/month (based off the contract total)

LA personnel will conduct the wage compliance interviews.

**EEO Pre-Con Submittals from the LA Checklist:**

| **Items** | **Received** |
| --- | --- |
| 2.1 Subcontractor Permit Application Form 205 | Yes / NO |
| 2.3 OJT commitment Form 1337 | Yes / NO |
| 2.5 OJT Trainee Submittal Form 838 | Yes / NO |
| 2.7 Contractor’s EEO policy and complaint procedure | Yes / NO |

**Owners Assurance Materials Testing:**

**Material Testing Firm:**

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |
| Address |  |

**Inspector:**

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |

**General Material Items:**

**Form 250** – This is for Owners Assurance testing only and has nothing to do with Contractor QC on the project. This needs to be double-checked against the Field Materials Manual (FMM) in case additional testing is needed. Any modifications to this form must be approved by the Region RME via the “Small Quantity Testing Reduction Request Form”.

**Form 379** – This is the Independent Assurance Testing (IAT) requirements for the project. Check with your LAC on who will be conducting the testing. This should be a third party tester.

**HMA Designs** – Reference the HMA Approval Process document for what is required for your Region. The (3) types of HMA; Patching, Off-system, On-system all are different processes. The submittals and testing should follow CP 52.

**PCCP Designs** – All concrete on the project must follow CP 62 submission and be formally approved by CDOT for this specific project. This includes a concrete mix that has color added to it.

**Buy America** – This is one of the most important items for projects with Federal Money involved. Every piece of steel needs documentation on where it was; smelted, manufactured, purchased, shipped to project, installed on the project. Examples upon request and reference 106.11 of the CDOT standard specifications.

**Completed Materials Book** – This must follow the FMM Organizational Guide and is preferred to be submitted electronically. Discuss the creation and submission of this book, who is making it, who is reviewing it, etc.

**COCs/CTRs/APL** – Please follow the Owners Assurance Schedule in the FMM for requirements for acceptance of materials into the project. These should be included with their own Form 157. Reference 106.12 and 106.13 of the CDOT standard specifications.

**General Pay Items:**

**Form 266** – This form is for the DAILY tracking of quantities incorporated into the project.

**Form 7** – This form is for DAILY tracking of the miscellaneous line items that use Hours/Days units.

**Pay Apps** – Last Day for Pay App Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pay Apps should be submitted with all Buy America, COCs, CTRs, and Form 266s that were included in the Pay App.

**Scale Check/Weigher Certs** – Weigher Certs need to be on file for scale that is being used for the project. If there are Quantities of a bid item that are >2500 tons, a Scale Check must be done.

 Legal gross truck weights on all public roads, including within the project limits, will be controlled as follows (§105.18)

**Tickets for Items paid by the ton** – Person accepting them: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CMOs/MCRs** – These need to be reconciled monthly on the project. The CMO package includes a Letter of Explanation (Internal to CDOT and the LA) and the Form 90 (Contractual change document). ALL pricing must be CDOT LAC approved prior to the start of the new work. Examples available upon request. These must be signed via Adobesign or Docusign upon the LAC’s instruction only.

**General Environmental Documentation:**

| **Items** | **Do you need** | **NOTES** |
| --- | --- | --- |
| 5.1 CDPS Stormwater Construction Permit (>1 Acre LDA) | Yes / NO |  |
| 5.2 404 Permit | Yes / NO |  |
| 5.3 Dewatering Permit | Yes / NO |  |
| 5.4 Specialty Inspections needed (Birds, endangered species, etc…) | Yes / NO |  |

**Local Agency Stormwater Inspector:**

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |

**Prime Contractor SWMP Administrator:**

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |

**Prime Contractor TECS:**

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |

**Stormwater Inspections:**

**SWMP Book** – Is this put together, Who has it, Keep this up to date.

**Inspection schedule** – Prime Contractor\_\_\_\_\_\_\_\_\_\_\_\_\_\_LA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Environmental Pre-Con Date** – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This should be done prior to, or in accordance with Control Measure (CM) installations.

**Wetlands/Conservation Areas** – Are these areas delineated?

**General Traffic Control Documentation:**

**Is this a Significant Project: YES / NO**

If Yes, Has the TMP been submitted yet: YES / NO

**Project Traffic Control Contractor:**

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |
| Address |  |

**Project TCS:**

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |

**MHTs:**

MHTs must be submitted, reviewed, and approved prior to each type of work taking place.

They must follow the 630.10 section of the CDOT SS.

**Daily Diaries and Inspections:**

 Daily project traffic control inspections must be performed for all devices that are present on the project. At least 1 night inspection must be performed per week if devices are being used at night.

**ATSSA and Flagger Cards:**

 These must be submitted for the specific people that will be working on the site.

**Speed Reduction/Special Requests:**

 **Form 568** – Speed reduction request must be done for On-System projects when a speed reduction is desired. These will need to be formally approved by the CDOT Region Traffic Ops PE.

 **Vertical/Horizontal clearances** – Make sure these are thought of and submitted to CDOT HQ.

**Traffic Control Review:**

 The CDOT LAC will perform a TCR for the project during important traffic control setups.

**Uniformed Traffic Control (UTC):**

Is this needed? Who is coordinating this? What “service” can be used?

**Structures:**

Create a list of all structural items that will be constructed on the project. Reference the Project Development Manual, Bridge Design Manual, and the LA Manual for more information. References noted on the LA checklist.

 A copy of the inspections will be required at the end of the project.

**Utilities:**

**Electric:**

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |

**Gas:**

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |

**Communications (Telephone):**

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |

**Water:**

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |

**Sewer:**

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |

**Cable:**

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |

**ITS:**

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |

**Rail Road:**

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |

**Irrigation:**

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |

**Other:**

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |

| Name |  |
| --- | --- |
| Office Phone |  |
| Cell Phone |  |
| Email |  |

**ALL OTHER PROJECT CONCERNS AND RISKS:**

Project Specials that need be brought up:

Plan Errors and Omissions that need to be brought up:

RFIs:

Pre-Work Meetings (Survey, Erosion control, traffic control, wetlands, etc…):