

Site Pre-vegetation Conference Agenda (Contract requirement 207.03)

Date: _____ Project Name: _____ SAP Sub Account _____

Mandatory Attendees Sign-in

Project Engineer: _____ Email: _____ Number: _____

Superintendent: _____ Email: _____ Number: _____

Landscape/Seeding

Sub-Contractor: _____ Email: _____ Number: _____

Regional Landscape Architect or Revegetation Subject Matter Expert : _____

Email: _____ Number: _____

The Site Pre-vegetation Conference shall be requested by the Contractor prior to the start of various landscape work (Sections 207, 212 and 214) with the exception of topsoil stockpiling activities. Attached Signed Attendance Sheet with Name/Representing/Email Address for all others (Sheet 4 of 4).

A. Introductions and Sign-In

B. Discuss all applicable contract documents and ensure that all attendees have access to current documents: _____

C. Discuss all Limits-Of-Disturbed Area (LDA) changes from Stormwater Management Plan (SWMP) _____

D. Discuss strategies to keep construction traffic off grades that have received subgrade soil preparation. _____

E. Discuss Schedules for Activities (Discuss how the Seeding Season Requirements listed in 212.04 synchronize with the proposed construction timeline) _____

F. **Checklist of Materials to Review:** The Contractor shall bring all landscape submitted product approval documentation to the conference for review prior to starting any landscape activities. If any changes are being proposed from what is shown on the Plans and Specifications, the submittals shall also be reviewed with the SWMP Administrator for Design (individual responsible for the restoration design). All changes shall be approved and noted below.

	Product Submittal	CDOT's Acceptance Level	Approved	Notes or N/A if not applicable to this project
1	Rod Penetrometer	COC	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2	Letter stating that seed mix has been secured from registered seed supplier. Copy of the Seed Dealers License.	COC	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3	Signed statement certifying that the seed is from a lot that has been tested by a recognized laboratory for seed testing within 13 months prior to the date of seeding.	COC	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4	Organic Fertilizer manufacturer's chemical analysis	CTR	Yes <input type="checkbox"/> No <input type="checkbox"/>	



	Product Submittal	CDOT's Acceptance Level	Approved	Notes or N/A if not applicable to this project
5	Compost suppliers CDPHE Permit and United States Composting Council's (USCC) Seal of Testing Assurance (STA) results	CTR	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6	Biotic Soil Amendments manufacturer's documentation	COC	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7	Humate manufacturer's documentation	COC	Yes <input type="checkbox"/> No <input type="checkbox"/>	
8	Mycorrhizae manufacturer's documentation	COC	Yes <input type="checkbox"/> No <input type="checkbox"/>	
9	Elemental Sulfur manufacturer's documentation	COC	Yes <input type="checkbox"/> No <input type="checkbox"/>	
10	Mulch Tackifier manufacturer's documentation	COC	Yes <input type="checkbox"/> No <input type="checkbox"/>	
11	Spray-on Mulch Blanket manufacturer's documentation	COC	Yes <input type="checkbox"/> No <input type="checkbox"/>	
12	Bonded Fiber Matrices manufacturer's documentation	COC	Yes <input type="checkbox"/> No <input type="checkbox"/>	
13	Soil Retention Blanket manufacturer's documentation	COC	Yes <input type="checkbox"/> No <input type="checkbox"/>	
14	Turf Reinforcement Mat manufacturer's documentation	COC	Yes <input type="checkbox"/> No <input type="checkbox"/>	
15	Earth Anchors manufacturer's documentation	COC	Yes <input type="checkbox"/> No <input type="checkbox"/>	
16	Sod suppliers information	COC	Approved at time of delivery	
17	Nursery Stock suppliers information	COC	Approved at growing facility	

G. Checklist of Protocols to Review:

	Item	Approved	Notes or N/A if not applicable to this project
1	Topsoil Stockpile Locations (207.04)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2	Topsoil stockpiles free of weed species from Colorado A and B Noxious Weed List	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3	Topsoil stockpiles identified with appropriate signage (pin flags)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4	Topsoil (Offsite) Certified Test Report (CTR) for soil nutrient analysis	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5	Topsoil (Offsite) Certificate of Compliance (COC) for controlling noxious weeds at import site	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6	Topsoil (Offsite) Amendment Protocol	Yes <input type="checkbox"/> No <input type="checkbox"/>	



	Item	Approved	Notes or N/A if not applicable to this project
8	Review Method and Equipment Used For The Subgrade Soil Preparation Operations (207.05)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
9	Verify if project is using aggregate base course or recycled asphalt for shouldering within the first 4 feet from edge of pavement	Yes <input type="checkbox"/> No <input type="checkbox"/>	
10	Review Testing of De-Compaction With Rod Penetrometer	Yes <input type="checkbox"/> No <input type="checkbox"/>	
11	Review seed possession limit of 14 days after pickup of delivery supplier. Date that seed was either pickup or delivered from supplier must be printed on seed label.	Approved when seed is placed in drill or hydraulic seeders	
12	Instructions and documentation on how seeders will be calibrated	Yes <input type="checkbox"/> No <input type="checkbox"/>	
13	Review seeding methods specified in the SWMP and discuss any anticipated changes	Yes <input type="checkbox"/> No <input type="checkbox"/>	
14	Explain the plan to maintain existing plants to avoid damage, and the replacement of damaged plants	Yes <input type="checkbox"/> No <input type="checkbox"/>	
15	Identify Water Source	Yes <input type="checkbox"/> No <input type="checkbox"/>	

H. Future Progress Re-Vegetation Approvals and Meetings

The first completed Quantities Verification Prerequisite worksheet must be approved by the Landscape Architect representing the region. The following meetings must be attended by the mandatory attendees to this meeting or their representatives.

	QA/QC Process Delivery Step	Approval / Meeting	Anticipated Date:	Notes:
1	Quantities Verification Prerequisite	Email Approval		
2	Substantial Landscape Completion Walk	Meeting		
3	Final Landscape Completion Walk	Meeting		

Other items for Discussion:
