

CDOT Site Pre-vegetation Conference Agenda

Revised 12.29.2025

Date:

Project Name and Subaccount Number:

The Site Pre-vegetation Conference shall be requested by the Contractor prior to the start of Section 207 subsoil preparation where permanent stabilization-related activities such as topsoil preparation, seeding, mulching, and planting per (Sections 207, 212, 213 and 214) will occur. This meeting can be the same meeting as the Environmental Pre-construction Conference. The purpose of this meeting is to emphasize the importance of correctly implementing and inspecting permanent stabilization and landscaping activities to meet the project goals and for the overall success of the project.

Required Attendees:

- CDOT PE
- CDOT PSSME, RWPCM, or designee
- Contractor Superintendent
- Sub-contractor and Landscape Revegetation Superintendent

Introductions and Sign-In. (Sign in Sheet at End of Document)

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

Review the Contractor's Method Statements and proposed schedule and discuss the following:

- Project vegetation goals - Construction Stormwater Permit, meeting 70% of pre-existing vegetation and per the permit noxious and invasive weeds do not count for establishment and closing out permit.
- 217 Weed Management Plan, if applicable, methods and schedule
- 207 Subsoil and Topsoil methods and schedule
- 212 Seeding Activities method and schedule
 - Seeding activities to occur within seeding seasons
 - Seed tag to be attached until seeding activities, checked to match species and quantities in plans,
 - Seed within 2 days after topsoil placement
 - Section 213 - Mulch or blanketing within 24 hours after seeding
- Section 213 - Mulch or blanketing with 24 hours after seeding
- 214 Planting Schedule
 - Arrange for the landscape architect to flag plant material at nursery, if applicable
 - Provide a minimum of 3 days' notice for inspection at time of delivery

- Discuss Contract changes to the Limits of Disturbance (LDA), as it relates to topsoil and subsoil preparation, seeding and mulching, if applicable.
- Other discussion Items:
 - Limit equipment, foot, and access routes once subsoil, topsoil, seeding, and mulching has been completed.
 - Discuss Contractor strategies for keeping construction traffic and materials out of areas once subsoil preparation begins (other than those required for subsoil, topsoil, seeding and mulching).
 - Discuss no work in excessively wet or frozen soils - destroying the soil structure that we are trying to protect by retaining topsoil and subsoil preparation.
 - Protect existing trees, shrubs or other sensitive areas. These areas should not be used for storage or disturbed during construction.
 - Water from a permitted source. Creeks, lakes, streams, ponds are not acceptable sources due to Colorado water laws.

Checklist of Materials to Review:

The Field Materials Manual contains many of the following items. The Contractor submits all landscape product documentation for review prior to starting any landscape activities. The following list may provide discussion items to meet the Contract and what submittals are necessary.

207 Subsoil and Topsoil

✓	Item	Submittal	Notes
	Review written plan for subsoil preparation and topsoil installation	Written and approved plan	
	Subsoil Preparation	Depth noted in plan. Contractor verification of decompaction by pedometer	
	Topsoil (Imported) noxious weeds	COC	
	Topsoil (Imported) soil nutrient analysis	CTR	
	PSP Topsoil (Engineered) soil nutrient analysis	CTR	
	PSP Topsoil (Engineered) Amendment Protocol	Written Plan	
	PSP Rocky Soils		
	Topsoil (Wetland)	Coordinate with Wetland Biologist	

212 Amendments and Native Seeding

✓	Item	Submittal	Notes
	Review written plan for seeding and amendments, discuss timing of activities	Written plan for approval	
	Contactor secured seed mix, all seed substitutions to be reviewed by the landscape architect or region's environmental to ensure meets project vegetation goals	Letter from supplier	
	Seed Vendor Packing Slip - not in Contractor's possession for more than 30 days	Seed Vendor Packing Slip	
	Compost - sourced from US Composting Seal of Testing Assurance Program	CTR dated within 90 days	
	Biotic Soil Amendment	COC/APL	
	Organic Fertilizer - slow release Nitrogen	Manufacturer's Chemical Analysis, NPK per plans	
	Mycorrhizae	Manufacturer's Data Sheet, Date of material within 18 months.	
	Water	Permitted source	
	Tackifier	COC	
	Marker dye for hydraulic seeding - Biodegradable and non toxic	COC	

✓	Item	Submittal	Notes

213 Mulching

✓	Item	Submittal	Notes
	Crimped Straw/Hay Mulch and tackifier	COCs	
	Wood Strand Mulch and Tackifier	COC	
	Hydromulching	COC	

214 Planting (This section will be updated once specification is updated)

✓	Item	Submittal	Notes
	Substitutions	Letter for approval	
	Mulch sample	Bag of material for approval	

Regional Landscape Architect or Permanent Stabilization Subject Matter Expert will confirm that all the requirements of the Site Pre-vegetation Conference are complete and will distribute the meeting minutes and all attachments and copy the Project Engineer, Prime Contractor Superintendent, Subcontractor(s), and others expressing interest.

Site Pre-vegetation Conference Sign-In Sheet

Date: _____ Project Name: _____ SAP Sub Account _____

Name	Company	Phone	Email

Name	Company	Phone	Email

Name	Company	Phone	Email