Preconstruction Meeting Agenda Instructions

1. This agenda provides a guideline for discussion items in Preconstruction meetings. Items may be deleted if they do not apply to the project. However, all applicable items should be included.
2. City Engineering should be contacted to provide new specifications and requirements which should be discussed in Item 8.
3. This agenda, with a cover letter, shall be completed by the Consultant. The Consultant shall invite the Prime Contractor and the affected utility companies. The Prime Contractor shall invite all subcontractors and suppliers they wish to attend. The Project Manager shall invite all applicable City employees.
4. In the invitation cover letter, the Consultant should list all paperwork that the Contractor needs to submit prior to construction.
5. The Consultant shall add all discussion notes from the Preconstruction Meeting to the agenda to create the meeting minutes. A cover letter signed by the Consultant shall be sent with a copy of the meeting minutes, the attendance roster, contractor list, and supplier list to the City, Contractor, Utilities, and all others requesting a copy. Meeting minutes may be distributed by email.

Preconstruction Meeting Agenda

**Sioux Falls, South Dakota**

**CIP No. Bid Request No.**

**Date:**

1. **Attendance of Preconstruction Conference**
2. Distribute attendance roster for everyone to sign.
3. Have everyone introduce themselves if needed.
4. **Contract, Notice to Proceed, Liquidated Damages**

a) Date of Contract:

b) Notice to Proceed Date:

Contract shall start on the date construction begins, but not later than ten calendar days after notice.

c) Liquidated Damages: Liquidated damages $ per working day.

Incentives:

d) Contractor Documents: Up to sets of no charge documents will be provided.

e) Contractor to inform Engineer a minimum of 48 hours in advance of street closure(s) and detour changes.

Message boards for arterial or selected projects will be in place one week prior to the street closure or construction operations.

f) Engineer will contact City so that a news release may be published.

1. **Subcontractors**

(List of Subcontractors shall be provided by Contractor prior to the Preconstruction Meeting.)

1. **Plan Sequence and Construction Progress Schedule**
2. Project Phasing and Work Schedule provided by Contractor:
3. Engineer Project Phasing and Work Schedule Comments:
4. Contract Requirements:
* Start Date:
* Completion Date:
* Calendar/Working Days:
* Substantial Completion Requirements:
* Final Completion (completion of punch list items): This is the start of the warranty period. See General Conditions 5.16
* Interim Date(s):
* Interim Requirements:
1. **Horizontal and Vertical Control**

a) will provide all construction staking. Twenty-four- (24-) hour notice required for significant staking.

1. **Construction Utilities**

a) Unless specifically provided for otherwise in specifications, Contractor is responsible for providing all utilities necessary to fully execute his contract.

b) Contractor is responsible for verifying utility information and calling for utility locations.

c) Plan shown utility locations for reference only.

***Utility Contacts:*** (Engineer shall verify that contact information is correct prior to meeting.)

1. Water Reclamation (Sanitary) City of Sioux Falls Shad Hochstein 941-1163
2. Water Reclamation (Storm) City of Sioux Falls Austin Waldron 367-3547
3. Water Maintenance City of Sioux Falls Darin McDonnel 367-8810
4. Light and Power City of Sioux Falls Jerry Jongeling 373-6979
5. Traffic City of Sioux Falls Heath Hoftiezer 367-8634
6. One call center: 1-800-781-7474 or 811
7. *Insert any additional utilities included from design.*

d) Discuss all utility conflicts and relocations.

1. **Project Meetings**

a) Weekly project meeting time and place:

b) Plan of the day meeting time and place (if required):

1. **New Requirements and Critical Issues (Consultant to delete all items that are not applicable to the project. If you’re not sure about something, ask the City's PM. Do not discuss items that do not apply to your project.)**
2. Erosion Control
	* Sediment laden water cannot be pumped directly into an inlet
	* Pumping sediment laden water through inlet protection is not allowed as a BMP.
	* Refer to the METHODS OF ENSURING SURFACE WATER QUALITY note in section G of the plans.
	* The plans allow for a minimum $100 per day per occurrence price adjustment for erosion control not in compliance with the plans. If maintenance of erosion control becomes an issue, we will start assessing these price adjustments.
	* Sediment and erosion controls removed for televising are required to be re-installed by the contractor at no additional cost to the City.
3. Traffic Control
	* Contractor shall notify Engineer 7 days prior to the start of construction.
	* Contractor shall notify Engineer 48 hours in advance of all other traffic control changes.
	* Installation of traffic control shall not be made before 8:30 AM on the day of the closure.
	* Storage of vehicles and equipment shall be outside the clear zone.
	* A Temporary Pedestrian Access Route (TPAR) will be provided when crosswalks, sidewalks, or other pedestrian facilities are blocked, closed, or relocated.
	* The TPAR will be kept free of any obstructions and hazards, such as holes, debris, mud, snow, construction equipment, traffic control signing, stored materials, etc.
	* Contractor is responsible for maintaining all traffic control devices throughout the project at all times, in accordance with the plans and the latest edition of the MUTCD.
4. City Procured Water Main and Sanitary Sewer Materials
	* Refer to the CITY MATERIAL PROCUREMENT note in section D of the plans.
	* Contractor must sign for acceptance of the material
	* Contractor is responsible for loading material at the City’s site
	* Contractor is responsible for transporting material to the project site
	* Unused material MUST be returned to the City by the Contractor
	* Discuss delivery updates, if any
	* Contact Enoch Banza (605.367.8662 / EBanza@siouxfalls.gov) at least 48 hours prior to the Contractor’s desired pickup day/time to ensure the Contractor has access to the City site. Alternate contacts if Enoch is not available are

Brad Ludens (605.367.8627 / bludens@siouxfalls.gov) or Tony Ondricek (605.367.8660 / tondricek@siouxfalls.gov)

1. Proof Rolling
	* Refer to plan note
	* The Inspector may require a proof roll of subgrade prior to placing aggregate base course and/or a proof roll of base course prior to paving operations at their discretion.
	* The completion of a proof roll does not take the place of standard proctor density testing requirements but can be used as a supplementary test at the Inspector’s discretion.
	* Proof rolls should be considered when site conditions, especially moisture content, have changed significantly between initial density testing of subgrade and base course placement or between initial density testing of base course and paving.
2. **Discussion of Plans (Dismiss those not interested in plan compliance information.)**
3. **Equipment and Materials**

a) Contractor shall submit a list of materials suppliers at Preconstruction Meeting.

b) Furnish equipment, components, or materials as named in specifications. Requests for product substitutions should be considered only under circumstances outlined in specifications.

1. **Testing**

a) will provide soils testing and concrete testing.

b) Owner will pay for the soils and concrete testing. Owner responsibility will include the first test and a backup test if required.

c) Contractor will pay for all additional soils and concrete testing until plan compliance is achieved, if testing is required beyond the backup test. Contractor will also provide and pay for all other testing specified by the contract.

d) Contractor shall provide 24-hour notice for all testing with a 1-hour confirmation for concrete pours.

e) Lab test reports, concrete, compaction reports, etc.

(1) Identify station and offset on all test reports.

1. **Additions or Deletions to Contract**

a) The Owner, through the Engineer, may request changed or extra work by the use of change orders. Change orders shall be executed prior to performing work.

b) Minor additions/subtractions may be made at current unit prices without the use of a change order.

1. **Coordination with Landowners**
2. Engineer to provide coordination information to the affected property owners and residents with biweekly news letters or mailings.
3. Landowner coordination by the Contractor as required.
4. Sprinklers System Care letter needs to be sent to all affected landowners.
5. **Contacts and Chain of Command**

**a) Owner: City of Sioux Falls**

**Primary Contact:**

Mailing Address:

Telephone: Mobile:

After-Hours Phone Number:

**b) Engineer:**

**Project Manager:**

Mailing Address:

Telephone: Mobile:

After-Hours Phone Number:

**Project Engineer—On-Site:**

Telephone: Mobile:

After-Hours Phone Number:

**Project Technician/Inspector—On-Site:**

Telephone: Mobile:

After-Hours Phone Number:

If changes are made to the project staff, the Consultant shall provide written documentation identifying the new individuals.

**c) Material Testing Engineer:**

**Project Testing Manager:**

Primary Contact:

Mailing Address:

Telephone: Mobile:

After-Hours Phone Number:

**d) Contractor:**

**Primary Contact:**

Mailing Address:

Telephone: Mobile:

After-Hours Phone Number:

**Project Superintendent:**

Mailing Address:

Telephone: Mobile:

After-Hours Phone Number:

 The Contractor will provide written documentation if changes are made to the Project Superintendent.

**e) Traffic Control:**

**Primary Contact:**

Mailing Address:

Telephone: Mobile:

After-Hours Phone Number:

1. **Payment to Contractor**

a) Pay requests shall be made biweekly based on work complete. On SRF-funded projects, payment will be made monthly with pay requests due the first Friday of the month and payment made the last Monday of the month.

b) Final payment will be made in accordance with the General Conditions.

c) No payment will be made for equipment stored off site.

d) Engineer will prepare pay estimates.

e) Does Contractor elect to review and sign all progress estimates prior to submittal?

 Yes [ ]  No [ ]  Other Comments:

1. **Correlation and/or Interpretation of Documents**

a) If discrepancies occur between Drawings and Specifications, request Engineer’s interpretation.

b) The Inspector cannot authorize deviations from the contract documents without the Engineer’s approval.

1. **Differing Site Conditions and/or Out of Scope Work**
2. If the Contractor encounters site conditions that differ from those shown in the contract documents, he must notify the Engineer in writing before the site is disturbed and before the affected work is performed. Reference Section 4.2 of the General Conditions.
3. If any out of scope work is required or requested, the cost of said work must be agreed to in writing prior to the commencement of said work when there are no bid items for the work in the contract.
4. **Disadvantage Business Enterprise (DBE) (delete this from the agenda if there are not DBE requirements on the project. If there are DBE requirements, make sure the City PM invites Barb Suckstorf to the Preconstruction meeting)**

a) Barb Suckstorf (367-8866) will present DBE requirements at Preconstruction Meeting.

1. **Safety**
2. The Contractor is responsible for safety on the project, both for their own staff and for the general public. The Contractor shall also provide safe access on the project for the Engineer and Inspector.

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| **Attendance Roster** |
| **Name** | **Company** | **Cell** | **Email** |
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| **List of Contractors** |
|  | **Company** | **Supt./Forman** | **Cell** | **Email** |
| Grading |  |  |  |  |
| Traffic Control |  |  |  |  |
| Underground |  |  |  |  |
| Electrical |  |  |  |  |
| Erosion Control |  |  |  |  |
| Asphalt |  |  |  |  |
| Concrete |  |  |  |  |
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| **List of Suppliers** |
|  | **Company** | **Address/Pit Data** | **Phone** | **Email** |
| Asphalt |  |  |  |  |
| Concrete |  |  |  |  |
| Gravel |  |  |  |  |
| Borrow |  |  |  |  |
| Storm Pipe |  |  |  |  |
| Sanitary Pipe |  |  |  |  |
| Water Pipe |  |  |  |  |
| Lights/Signals |  |  |  |  |
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| Other |  |  |  |  |
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