



KENTUCKY TRANSPORTATION CABINET
Department of Highways
DIVISION OF MAINTENANCE

TC 71-238
Rev. 05/2022
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PRE-OPERATIONS MEETING

SECTION 1: PROJECT INFORMATION

Master Agreement #: _____

Work Description:

Master Agreement Modification #: _____

Bid Opening Date: _____ Award Date: _____

Delivery Order #: _____ Delivery Date: _____

Contract Amount: _____

SECTION 2: DEPARTMENT INFORMATION

Department Contract Administrator: _____

Office Phone #: _____ Mobile Phone #: _____

Email Address: _____ Fax #: _____

Mailing Address: _____
City State Zip

SECTION 3: CONTRACTOR/VENDOR INFORMATION

Contractor/Vendor Company Name: _____

Contractor/Vendor Company Officer: _____

Company Project Manager: _____

Office Phone #: _____ Mobile Phone #: _____

Project Traffic Control Coordinator: _____

Office Phone #: _____ Mobile Phone #: _____

Work Zone Traffic Control Supervisor: _____

Work Zone Traffic Control Technician: _____

Master Agreement Work Area: _____



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SECTION 4: MASTER AGREEMENT CONTRACT TIME INFORMATION

Specified Contract Completion Date: _____

<u>WORKING DAY CONTRACT</u>	<u>CALENDAR DAY CONTRACT</u>
Delivery Order Specified Begin Date: _____	Delivery Order Specified Begin Date: _____
Number of Working Days: _____	Number of Working Days: _____
Number of Working Days per Cycle: _____	Number of Working Days per Cycle: _____

Contract Time Liquidated Damages (\$/Day): _____

SECTION 5: DISCUSSION POINTS (Check each box after discussing with contractor/vendor.)

SAFETY:

Compliance with Sections 107.01.01 and 107.08 of the Standard Specifications

TRAFFIC CONTROL PLAN:

Significant Project

Unclassified Project

Work Zone Traffic Control Supervisor and Work Zone Traffic Control Technician requirements must be in accordance with Standard Specification 112.03.12

MASTER AGREEMENT MODIFICATIONS:

Master Agreement modifications will be approved prior to work beginning or at a time designated by the Department Contract Administrator.

Information for Master Agreement modifications will be provided to the Department Contract Administrator in a timely manner and will include a price breakdown and justification.

MASTER AGREEMENT DELIVERY ORDER MODIFICATIONS:

Master Agreement delivery order modifications will be approved at a time designated by the Department Contract Administrator.

Information for Master Agreement delivery order modifications will be provided to the Department Contract Administrator in a timely manner and will include a price breakdown and justification.

PRE-OPERATIONS MEETING

SECTION 5: DISCUSSION POINTS *(continued)*

RIGHT-OF-WAY MOWING AND LITTER REMOVAL:

Mowing Operations

- Begin date for work and completion time/date
- Sufficient equipment
- Proper equipment identification
- Conformity to flow of traffic guidelines
- Proper use of a slope mower
- Proper trimming procedures
- Crew supervisor responsibilities
- Operations with paved and rock-lined ditches
- Mowing height
- Designated non-mow area
- Proper biomass and debris removal
- Proper trimming procedures
- Proper mowing equipment maintenance
- Proper overnight parking
- Procedures to repair or replace damaged property items
 - Turf, trees, & other vegetation
 - Appurtenances (Guardrail, Signs, Fences, Light Standards)
 - Mailboxes
 - Water Meters
- Procedures to coordinate with roadside herbicide spraying operations
- Procedures for inspections & acceptance of work
- Procedures for invoicing & processing of pay documents

PRE-OPERATIONS MEETING

SECTION 5: DISCUSSION POINTS *(continued)*

RIGHT-OF-WAY MOWING AND LITTER REMOVAL *(continued)*:

Litter Removal Operations

- Designated litter removal areas
- Litter items to be removed
- Removal of tires, tire retreads, & other large discarded items
- Procedures for disposal of collected litter
- Additional litter removal cycles (early season & late season)
- Procedures for inspections & acceptance of work
- Procedures for invoicing & processing of pay documents

ROADSIDE HERBICIDE SPRAYING OPERATIONS:

- Documentation of Kentucky Department of Agriculture pesticide applicator licenses
- Begin date for work and completion time/date
- Proper & acceptable herbicide application equipment
- Description of work line items
- Description of units of measurement
- Materials (products) provided by the Department (coordination of transfers)
- Materials (products) provided by the Contractor (Vendor)
- Vendor plan of work performance
- Vendor plan to manage pesticide discharges to comply with the KYG-99 permit
- Procedures to address damages from off-target chemical injury and/or misapplication
- Procedures to coordinate with KYTC Right-of-Way mowing operations
- Procedures for daily pesticide application reporting & GPS application data
- Procedures for inspections & acceptance of work
- Procedures for invoicing & processing of pay documents

PRE-OPERATIONS MEETING

SECTION 5: DISCUSSION POINTS *(continued)*

HAZARD, TREE, & BRUSH REMOVAL:

- Documentation of Kentucky Department of Agriculture pesticide applicator licenses
- Begin date for work and completion time/date
- Proper and acceptable tree removal & stump grinding equipment
- Proper and acceptable herbicide application (stump treatment) equipment
- Materials (products) provided by the Contractor (Vendor)
- Description of work line items
- Description of units of measurement
- Procedures for disaster relief efforts to clear roadways (ice storms, heavy snowstorms, tornados)
- Vendor plan of work performance
- Procedures for tree removal around electric utility facilities / Contacting utility company
- Procedures to address damages to potential adjacent areas or private property
- Procedures for inspections & acceptance of work
- Procedures for invoicing & processing of pay documents

HIGHWAY SWEEPING:

- Begin date for work and completion time/date
- Proper and acceptable highway sweeping equipment
- Description of work line items
- Description of units of measurement
- Materials (products) provided by the Contractor (Vendor)
- Vendor plan of work performance
- Procedures to address sweeping of curbs, bike lanes, Park & Ride areas, and mountable medians
- Procedures for disposal of collected waste
- Procedures for the collection & disposal of dead animals
- Removal of tires, tire retreads, & other large discarded items
- Procedures for inspections & acceptance of work
- Procedures for invoicing & processing of pay documents

PRE-OPERATIONS MEETING

SECTION 5: DISCUSSION POINTS *(continued)*

REST AREA JANITORIAL (CUSTODIAL) MAINTENANCE:

- Begin date for work and completion time/date
- Proper and acceptable custodial maintenance procedures & equipment
- Approved materials (products) provided by the Contractor (Vendor)
- Proper staffing procedures including procedures for shift changes
- Proper uniforms and PPE items for all staff
- Procedures for training all new employees
- Vendor plan of work performance
- Description of work items
- Description of units of measurement
- Procedures for managing incidents at the facility
- Procedures for Inspections & acceptance of work
- Procedures for invoicing & processing of pay documents

REST AREA GROUNDS MAINTENANCE

- Begin date for work and completion time/date
- Proper and acceptable grounds maintenance procedures & equipment
- Approved materials (products) provided by the Contractor (Vendor)
- Safety procedures for proper traffic flow
- Vendor plan of work performance
- Description of work items
- Description of units of measurement
- Procedures for inspections & acceptance of work
- Procedures for invoicing & processing of pay documents

PRE-OPERATIONS MEETING

SECTION 5: DISCUSSION POINTS *(continued)*

RENTAL OF TRUCKS FOR SNOW & ICE CONTROL

- Scheduled dates for annual truck inspections
- Documentation of proper CDL driver licenses
- Procedure for truck inspections during ice & snow removal operations
- Begin date for work and completion time/date
- Call out notification process
- Proper and acceptable trucks and attached equipment (snowplow, salt spreader, liquid system)
- Safety procedures for proper traffic flow
- Proper procedures for annual training sessions
- Vendor plan of proper work performance
- Description of work items
- Description of units of measurement
- Procedures for inspections & acceptance of work
- Procedures for invoicing & processing of pay documents

