



Kentucky Transportation Cabinet
Division of Construction
PRE-CONSTRUCTION CONFERENCE CHECKLIST

PROJECT INFORMATION: ***The Contractor should complete this page prior to the pre-construction conference.*

Project Number and Description:

Contract Id: Letting Date: Award Date:

Work Order Date: Contract Amount: \$

SECTION ENGINEER INFORMATION:

Section Engineer in Charge of Project:

Office Phone Number: Cell Phone Number:

Fax Number:

Mailing Address:

****THE CONTRACTOR SHALL SEND ALL CORRESPONDENCE THROUGH THE SECTION ENGINEER.**

CONTRACTOR INFORMATIONPlease provide an adequate email address as we have gone to electronic file storage and you will receive important contract documents electronically.**

Prime Contractor:

Email Address:

Mailing Address:

Office Telephone Number:

Project Superintendent: <input style="width: 95%;" type="text"/>	Cell phone Number: <input style="width: 95%;" type="text"/>
Project EEO Officer: <input style="width: 95%;" type="text"/>	Company EEO Officer: <input style="width: 95%;" type="text"/>
Project DBE Liaison: <input style="width: 95%;" type="text"/>	Telephone Number: <input style="width: 95%;" type="text"/>
Project Traffic Coordinator: <input style="width: 95%;" type="text"/>	Telephone Number: <input style="width: 95%;" type="text"/>

Work Zone Traffic Control Supervisor:

Work Zone Traffic Control Technician:

Engineer or Land Surveyor in Charge of Staking:

Certified Asphalt Field Technician:

KEPSC Qualified Erosion Control Inspector: Telephone Number:

Competent Project Safety Designee: Telephone Number:



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CONTRACT TIME INFORMATION:

- Specified Completion Date Working Day Contract Calendar Day Contract

Completion Date: Number of Working Days:

Number of Calendar Days:

Expected Begin Date:

Expected End Date:

Milestone Completion Dates:

DOUBLE-CLICK HERE TO ADD TEXT

- Discussion of working day statements being sent to the Contractor as required by Specification 108.07.02.
- Discuss how time will be charged on the project with the Contractor.
- Review with the Contractor how liquidated damages will be charged to the job given the project time and traffic control limitations.

Time Associated Liquidated Damages: \$ /Day

**There may be other liquidated damages, incentives and disincentives, and lane rental charges that will need to be discussed on a project specific basis.

Notes:

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PROGRESS SCHEDULE:

- Written narrative (received 2-working days prior to today's date)

**If box is not checked, postpone conference to satisfy specification 108.02.

Is an activity bar chart required? Yes No

**If a bar chart is required, the Contractor will have 30-days to submit the scheduling documents satisfying specification 108.02.

**Note that a bar chart may be required at any point in the project by the Engineer.

Did the Contractor make a verbal presentation of their progress schedule detailing their plan of action as detailed in specification 108.02? Yes No

- Discuss the schedule update process and how this process varies according to the scheduling documents required.

**If any of the provisions of specification 108.02 are not met, the Cabinet will withhold progress payments and may apply a penalty equal to ½ the liquidated damages rate as detailed in specification 108.02.

Notes:

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SUBCONTRACTS/EQUIPMENT RENTAL AGREEMENTS/DBE:

- Submit subcontracts directly to the Division of Construction for approval.
**All subcontractors are to be paid within 14 days after the Prime Contractor is paid on projects with any Federal funding.
- Submit DBE subcontracts directly to the Division of Construction Procurement.
- Contractors should submit a letter from each DBE subcontractor designating the superintendent and stating that this individual is not affiliated with the Prime Contractor.
- For all Federal Aid contracts, contractor shall include FHWA 1273 in each executed subcontract.
- For Federal Aid contracts requiring DBE goals:
 - The Prime Contractor must make payments to DBE's within 7 days after the Prime Contractor is paid.
 - The Prime Contractor must submit photocopied payments and a completed DBE Payment form within 7 days of receipt of payment from KYTC to the following:
Office of Civil Rights and Small Business Development
Attn: DBE Payments
6th Floor West
200 Mero Street
Frankfort, Kentucky 40622

Notes:

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RIGHT OF WAY ISSUES:

- Open discussion of specific parcels that may not have right of entry or where demolition of specific structures will be required.

Notes:

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UTILITY ISSUES:

- Discussion of excavation locate requests through either the Kentucky Contact Center (KY 811) or the Utility's individual Protection Notification Center if they are non-members of the Center.
- Discussion of each utility that is affected by the project and an update on relocation status of each entity.

Notes:

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RAILROAD ISSUES:

- Open discussion of any railroad issues that may affect the project. Time allowance for the railroad representative to discuss issues they may have.

*Who is responsible for payment and tracking the time of any required railroad flagmen?

- Kentucky Transportation Cabinet Contractor

Notes:

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ENVIRONMENTAL ISSUES:

- Signed BMP plan
- Agreement by Contractor and Cabinet for a date to complete a Pre-disturbance Inspection Report
- Seeding Plan
- Spill Prevention Plan (if applicable) – Required by 40 CFR Part 112 when storing in excess of 1320 gallons of petroleum products (cumulative, including equipment w/ 55+ gallon tanks) on project site. Plan must be prepared in accordance with the Oil Pollution Prevention & Control Act and the Clean Water Act. The plan must be job specific and certified by a Professional Engineer.
- Notice of Intent – Must be filed 7 days before work begins
- Burning (if applicable) – Perform all burning in accordance to Regulation 401 KAR 63:005.
- Applicable Permits (Corps of Engineers, Division of Water, Etc.)- Copies of these documents are to be posted on project bulletin board and also attached to BMP.
- Storage/Removal of Hazardous Materials



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- Archaeology Requirements
- Bridge/Other Demolition **Notify Local Air Quality Officials to determine necessity of a permit.
- Division of Air Quality Asbestos-DEP 7036 Form** must be filed 10 working days prior to bridge demolition. See Construction Memorandum No. 03-13 for details.

Notes:

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BLASTING PLAN: (If applicable)

- The blasting plan must be submitted for acceptance by the Department at least 15 days prior to drilling. The submitted plan should be in compliance with Section 107.11 of the specifications and Special Note 11D when applicable.
- Discuss any disincentives associated with blasting.

Notes:

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WASTE OR BORROW SITES:

- Contractor is required to obtain all applicable permits for waste or borrow sites outside of right-of-way. The Contractor was advised as this meeting that waste site or borrow site approval would require the following procedures to be satisfied:

Notes:

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WASTE SITES:

- Waste areas must be approved by the Department prior to use. Submittals should be submitted timely and shall include all information and provisions required by Section 205 of the Standard Specifications.

Proposed Waste Sites- The plans and written request shall contain, but not necessarily be limited to, the following information:



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1. Plan, profile, and cross-sections or contours.
 - A. Original and anticipated elevations.
 - B. Sub-surface type and rock line, when applicable.
 - C. Any preparatory work such as, but not limited to, benching and sub-drainage.
 - D. Any necessary data to assure foundation and slope stability.
 - E. Existing topography and drainage.
 - F. Proposed erosion controls.

**Plan, profile and cross-sections should be scale drawings, submitted on standard-size reproducible plan sheets and should contain enough detail to show the configuration of the original ground and the anticipated configuration of the area upon completion of the waste operations.

2. Written agreement with the property owner.
 - A. If the property owner has any preference in seed mixture for the site, it should be designated in writing.
 - B. No permission will be granted for the property owner to do his own seeding.
3. Approval of the Division of Water Resources of the Department of Natural Resources and Environmental Protection if streams or floodways are affected. ***KPDES permit required if disturbed area > 1 acre.***
4. Approval of other regulatory agencies when applicable, such as, but not limited to, US Forest Service, US Corps of Engineers, US Coast Guard, and Local Planning and Zoning Commissions. If US COE permit is not required, provide written notice from COE stating they have no jurisdiction or permit is not required.
5. Approval of utility owners when utilities are involved.
6. Archeology clearance of the proposed site.
7. A geotechnical investigation may be requested and paid for according to specification 205.04.

Notes:

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BORROW SITES:

- Borrow sites must be submitted for review and approval by the Section Engineer. The submittal must contain all information requested by Section 205 of the Standard Specifications. The submittal must contain the following information, but not necessarily limited to the following information:
 1. Plan, Profile and Cross-Sections
 - a. Original and anticipated elevations.
 - b. Proposed erosions & pollution controls.
 1. While pit is operational.



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- 2. Final condition.
 - c. Existing topography and drainage.
**Plans profile, and cross sections should be scale drawings submitted on standard size reproducible plan sheets and should contain enough detail to show the anticipated configuration of the area upon completion of the borrow operations.
- 2. Written agreement with property owner.
 - a. If the property owner has any preference in seed mixture for the site, it should be designated in writing.
 - b. No permission will be granted for the property owner to do his own seeding.
- 3. Approval of the Division of Water Resources of the Department of Natural Resources and Environmental Protection if streams or flood ways are affected.
KPDES permit required if disturbed area > 1 acre.
- 4. Approval of other regulator agencies when applicable such as, but not limited to, US Forest Service, Corps of Engineers, US Coast Guard, and Local Planning and Zoning Commissions.
If US COE permit is not required, provide written notice from COE stating they have no jurisdiction or permit not required.
- 5. Approval of utility owners when utilities are involved.
- 6. Certification to the Department that the site has been reviewed by a professional archaeologist.
- 7. Certification that the state historic preservation officer has reviewed the report of the archaeologist and agrees with the findings.

Notes:

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HAULING TO OR FROM THE PROJECT:

- The Contractor is responsible for obeying all load limit regulations concerning hauling of materials to the jobsite. **See Construction Memo date August 12, 2005.

**Hauling over new or existing structures must be within legal limits. These may vary based on State or Federal controlling limits. Federal Highways will not pay for anything over legal hauling limitations.

Notes:

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MATERIALS: **The Section Engineer should ensure this list is forwarded to the District Materials Engineer.

List of material suppliers:

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What types of pipe will be used on this project?

Will the drainage structures be CIP or precast?

Does the project involve greater than 250 cubic yards of concrete? Yes No

**If yes, the specifications require that the producer must be in compliance with Kentucky Method 64-323 and on the List of Approved Materials.

Mix Designs (asphalt and concrete) must be approved prior to starting work that pertains to that item.

Notes:

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NOTICE OF POTENTIAL CLAIM:

- Distribute a paper copy to the Contractor and provide website for the online form TC 63-77. (<http://transportation.ky.gov/Organizational-Resources/Pages/Forms-Library.aspx?Department=Construction>)
- Discuss the newly outlined procedure in the Standard Specifications. Claims resolution process outlined specifically in Section 105.13.

**The contractor must file notification of in a timely manner as outlined in specification 105.13.

Notes:

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CONTRACTOR/DEPARTMENT PERFORMANCE EVALUATIONS:

- Discuss when the Contractor performance evaluations will be completed. Provide the Contractor a copy of the form.
- Discuss the Department performance evaluation form and the time which they should be completed. Provide the Contractor with the website for the online form. (<http://transportation.ky.gov/Organizational-Resources/Pages/Forms-Library.aspx?Department=Construction>)



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[Procurement](#))

Notes:

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SAFETY:

- Ensure compliance with sections 107.01.01 and 107.08 of the Standard Specifications.
- All parties must read, sign, and date the Pre-construction Safety and Health Checklist (it can be found electronically at <http://transportation.ky.gov/Construction/Pages/Engineers-Resource-Center.aspx>).

Notes:

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PUBLIC INFORMATION OFFICER:

- Discussion of when notification for lane closures or road closures should be provided. The Department should have 2 week notice at a minimum.

Notes:

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- Overweight/Overdimensional Load Restrictions Yes No

- Submit a TC 63-70 Highway Construction Restriction Notification form to the Division of Motor Carriers Overweight/Overdimensional Section and copy the District’s Public Information Officer.
- Submit the form 10 days prior to construction restriction.

TRAFFIC CONTROL PLANS:

- Signing diagrams submitted at the pre-construction meeting.
- Minor traffic changes can be approved by the Engineer.
- Major changes will be approved by the Project Team. Timely submittal is important because this will take some time.



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- Significant Unclassified Project. Work Zone Traffic Control Supervisor and Work Zone Traffic Control Technician requirements in accordance with Standard Specification 112.03.12.

Do double fine work zones apply to this project? Yes No

**All flagmen must be certified and carrying proof of the certification.

Notes:

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CHANGE ORDERS:

- Change Orders must be approved prior to work starting, however, if an emergency situation arises, the Section Engineer can obtain approval for the work either by fax or email.
- Important to submit information requested by the Section Engineer in a timely manner. All supplemental items need to have a detailed price breakdown and justification.

Notes:

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PROJECT PLANS AND PROPOSAL:

- General Project Specific Notes
- Special Notes applicable to the project
- CAP notes
- Questions and Answers from the Division of Construction Procurement’s website
- Questions concerning plans
- Discussion of future project meetings (Pre-Pave, Pre-pour, Pre-blast, Pre-electrical and any other Meetings that the Section Engineer may require)

**Following this checklist, attach an outline of project specific topics to be discussed at this meeting including those in the project plans and proposal.

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ELECTRICAL PROJECT COMPONENTS:

**If this project involves significant electrical components, consult the district Traffic Engineer to determine if Central Office Traffic Operations should attend this conference. In any case, the Contractor is urged to invite the electrical subcontractor to attend.

Is a pre-electrical meeting needed onsite? Yes No

**If this meeting is needed, Central Office Traffic Operations should be invited.

Shop drawings should be sent directly to Central Office Traffic Operations, the Section Engineer, and the Construction Liaison.

**Responses to the contractor regarding these drawings should be copied to the section engineer.

Field questions should be directed through the section engineer.

**In no case shall the electrical subcontractor make field adjustments without requesting permission from the section engineer; who will in turn notify Central Office Traffic Operations of any changes.

Request the electrical final inspection from Traffic Operations

**When the electrical final inspection is needed, the contractor shall request this inspection by contacting Central Office Traffic Operations and copying correspondence to the section engineer and Central Office Construction District Liaison.

Notes:

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WAGE REQUIREMENTS:

Submit two copies of the Certified Personnel Payrolls to the Section Engineer

**Send and submit these payrolls weekly.

EEO WAGE REQUIREMENTS:

Required Contract Provisions for Federal-Aid Construction Contracts are included in the Project Proposal. It is the contractors' responsibility to develop and maintain acceptable Affirmative Action plans designed to eliminate discrimination based on race, color, religion, sex, or national origin. Documentation shall be kept in contractors' office.

Checklist:

1. Projects covered by federal regulations: Yes No
2. Minority goals established: % for this project.
3. Female goals established: % statewide and should be applied the same on this project by the contractor.
4. Form PR 1391 submission: Form PR 1391 is an annual report for work performed in July of each year. This report must be submitted for your last work period worked in July.
5. OFCCP subcontractor notification: The contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs within ten (10) working days of award of any construction subcontract in excess of \$10,000.00



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at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address and telephone number of the subcontractor; employer identification number of the subcontractor; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the subcontract is performed. The notification shall be mailed to:

Regional Director
Office of Federal Contract Compliance Programs
61 Forsyth Street, SW, Suite 7B75
Atlanta, Georgia 30303-8609
(404) 562-2424

The covered area for this project is County.

6. Number of Trainees Assigned:

**Form TC14-309 is to be submitted and approved by the Division of Construction Procurement prior to beginning work, and Form TC 14-310 listing the trainee should be submitted prior to Trainee beginning work.

7. Trainee Classifications:

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Weekly Training Reports: Yes No

**Form 14-311 submitted to Section Engineer showing hours worked. Payment will only be made to contractor for hours worked in the trainee classification.

9. Ethnic Group of Trainees: Yes No, Minority or Female

10. Trainee Starting Dates: As soon as work starts in classification or when work is available.

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- 11. EEO Review Scheduling: An EEO Review may be scheduled for this project. The contractor will be notified by certified mail of the date of the review.
- 12. Referral Sources: Referral sources for minority and female employee hiring should be contacted by the contractor and establish two-way communication with them.
- 13. Project EEO Officer: The contractor will designate someone on the project as the EEO Officer and notify the Section Engineer by letter of his selection. This notice shall be placed on the bulletin board. This will apply to the subcontractors on the project also.



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14. Company EEO Officer: The contractor will designate someone in the company as the company EEO Officer and notify the Section Engineer by letter of his selection. This notice shall be placed on the bulletin board. This will apply to subcontractors on the project also.
15. Designation of minority and females on payroll: Designation of minority and females on payrolls must be done by the contractor and subcontractors.
16. Payroll submission federal projects only: Payrolls must be submitted to the Section Engineer weekly, not later than seven days after the ending of the payroll period. Submit two (2) copies. The Section Engineer will flag estimates for nonpayment if payrolls are more than two weeks delinquent at the time estimates are processed. Subcontractors may certify their own payrolls if the prime contractor concurs. Payrolls should have correct project #'s, Contract ID #'s, and all necessary information. Note how fringes are to be paid; if to a fund, please furnish a copy of breakdown.
17. Classifications: Employee classifications shown on the payrolls must be classifications actually being performed by each employee.
18. Overtime: Overtime is to be paid to an employee at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty (40) hours in such workweek. Wage violations or questions should be directed to the designated Engineer.
19. Wage and Hour Reviews: Wage and Hour Reviews will be conducted at least every six (6) months by the Section Engineer. Compliance Section employees may also conduct Wage and Hour Reviews.
20. Bulletin Board, Wage and EEO Packet: You are furnished a set of wage rates and EEO posters for the bulletin boards.
21. Bulletin Boards: Bulletin boards must be placed where they are readily accessible to all employees and applicants for employment. Bulletin boards must be maintained during the construction period to assure that all posters are legible.
22. DBE Subcontracting: The percentage to be subcontracted to DBE firms is % as specified in the proposal. These subcontracting goals must be met or satisfactory documentation submitted showing contractors were unable to locate DBE firms, before the contract is awarded. Should additional subcontractors be requested subsequent to award, the contractor must affirmatively seek DBE firms and document such efforts. The DBE subcontractor must send the Section Engineer a letter, prior to starting work on the project, naming the Project Superintendent, the Project EEO & Safety Officer, and the Company EEO Officer. The subcontractor must place a copy of this letter on the bulletin board.

On June 17, 1983, a policy was established by the Executive Director of the Office of Contract Procurement to furnish a **letter of notification** to the contractor at the Pre-Construction Conference. The letter will be read at this time and the contractor is requested to sign it and retain a copy. A copy will be furnished for each subcontractor.

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Signature Sheet & Statement of Understanding:

District: Preconstruction Conference Date:

***The undersigned agree to be honest and forthcoming during this conference with the intent of communicating and cooperating with one another in a partnering effort to achieve the best possible product for the Commonwealth of Kentucky.

Name (Printed)	Signature	Company	Email Address **Check if you would like a copy of the minutes.	Phone
			<input type="checkbox"/>	
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***The District recorder and Transportation Engineering Branch Manager shall attach the written minutes and a CD of the digital recording of the Preconstruction Conference to this checklist document and send the whole document to the Central Office to be placed in the project file.

