

Preconstruction meeting agenda

insert GDOT project description/programmed name

PI County

Month Day, Year

1. Introductions & primary points of contact
 - a. Owner – ***local government name*** – full time employee as the responsible in charge –
 - b. Construction Engineering and Inspection (CEI) –
 - c. Prime construction (CST) contractor –
 - d. GDOT Area office –
2. GDOT's Notice to Proceed (NTP) for CST issued **MM/DD/YY**
3. What is the status of plans being sent to GDOT district and area offices?
4. What is the status of the contract documents between ***local government name*** & ***contractor name***?
5. What is the status of the ***local government name*** NTP to ***contractor name***?
6. The length of contract time is **X** calendar days from ***local government name*** NTP to ***contractor name***.
7. ***Names of DBE subcontractors*** are listed as the DBEs. Are there any other subcontracts for this project?
 - a. Subcontractors must be registered by GDOT Construction Bidding Administration (CBA). DBEs must be CBA registered subcontractors and EEO certified DBEs.
 - b. Retainage will not be withheld, per GDOT specification 109.7.H.
 - c. Contracts to have the following documents physically incorporated: EEO and Drug Free Workplace, Subcontractor Residency, GDOT Specification 109.07H, FHWA 1273 dated 5/1/2012, Special Provision for Required Contract Provisions dated 10/18/13, Cargo Preference Act Requirements dated 2/15/16, Appendix A – Notice to Contractors and Compliance with Title VI dated 12/15/2008, Notice of Requirement for Affirmative Action dated 2/26/2009, Standard Federal EEO Construction Contract Specifications, Prompt Payment dated 7/1/18, Buy America 11/1/2013, Convict produced materials 1/1/2013, 2018 E-verify, Davis Bacon wage rates applicable at bid opening, and GDOT' 483, 484, and 485 forms.
 - d. What is the status of the subcontract(s)?
 - e. ***Local government name*** & GDOT must approve all subcontracts before work is performed; approvals shall be documented.
8. EEO and DBE information – GDOT contact: ***GDOT District # EEO Officer*** – **email, phone number**
 - a. DBE goal is **X%** – DBE documentation is required for any changes to the DBE approved subcontracts. Justification for any DBE change must be accepted by ***Local government name*** and provided to GDOT prior to any work related to the change being performed.
 - b. The prime contractor is to assure the DBEs perform their approved Commercially Useful Function (CUF).
 - c. ***Local government name*** or CEI firm is to review each DBE to determine if CUF is performed.
 - d. Who will be completing the labor interviews and CUF forms for ***local government name***?
 - e. EEO boards in English and Spanish need to be posted at a visible location on the job site with Davis Bacon information, Title VI language, and etcetera.
9. Known CST concerns
 - a. ***List all of HPD commitments required from the approved Environmental Commitments Table, listed under "Pre-, During, or Post"***
 - a. Erosion control must be maintained at all times.
 - b. Who will be the Worksite Erosion Control Supervisor (WECS)? Who will be the 7 day inspector? Will there be a worksite traffic control supervisor?
 - c. Are the utility relocations required? If so, what is the latest status? Do the utility providers require an NTP from the ***Local government name*** prior to relocating utilities?
 - d. What are the staging and storage area requirements?
 - e. What are the work hour restrictions?
 - f. Are there any events within the next 6 months in or near the project area?
 - g. Any other CST issues which need to be discussed?
10. Materials
 - a. Products to be on Qualified Products List
 - b. ***Name of GDOT-prequalified materials testing consultant*** is to perform the materials testing. ***List the latest status regarding the Materials Quality Assurance (LAP) form***. How long does ***name of GDOT-prequalified materials testing consultant*** need to be notified in advance for testing request?
 - c. Buy America does apply. All steel mill certificates are to be kept with the project files.
11. Shop drawings - Are there any shop drawings?
 - a. Who does the shop drawings need to be sent to?
 - b. What is the anticipated date to send the shop drawings?

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- c. What products have lengthy delivery/manufacturing time?
12. Construction change orders (COs) are not guaranteed and must be reviewed and approved by all parties prior to work being performed. Use GDOT's LAP contract modification form. Are any COs anticipated at this time?
13. GDOT information & milestones, to be used in all documents, including DBE reports
 - a. PI # and project number; if a project number is not applicable, just list the PI #
 - b. GDOT programmed name –
 - c. GDOT contract ID number –
 - d. GDOT's NTP for Construction –
 - e. Federal funds authorized –
 - f. GDOT let date –
 - g. Construction agreement between ***local government name*** & GDOT was executed **MM/DD/YY** and expires **MM/DD/YY**
14. Payments
 - a. DBE reports required for each consecutive month even if the DBE is the prime, not paid, or not working.
 - b. Proof of payment to DBEs required with reports reporting payments to DBEs. Last DBE report is the month time is stopped by GDOT and shall be marked "Final."
 - c. DBE report #1 is to be dated the month of GDOT's NTP for CST to ***local government name***.
 - d. Who is the responsible party to sign the contractor signature lines on the left hand corner?
 - e. Employees are to be W2; taxes withheld. Laborers and mechanics are to be paid weekly per FHWA 1273 and Davis Bacon Act. Original certified payroll is required for each week work is performed and to be kept a ***local government name*** location.
 - f. Who will be completing the certified payroll review form?
 - g. What is the anticipated date of each month that ***contractor name*** turns in pay applications?
 - h. Who will be inspecting, verifying quantities, and approving pay applications?
 - i. What is the anticipated length of time to approve the pay application?
 - j. What is the anticipated length of time for ***local government name*** to issue a check?
 - k. ***Local government name***'s reimbursement package to GDOT.
 - i. Reimbursement packages to include the following:
 1. GDOT monthly invoices form
 2. GDOT monthly status report
 3. Pay application
 4. Proof of payment from ***local government name*** to ***contractor name***
 - During the Construction phase, scanned copy of the front side of the check is acceptable. During the Closeout phase, proof of payment will need to be a scanned copy of both the front and the back sides of the check.
 5. DBE monthly report.
 6. Proof of payment from ***contractor name*** to DBE(s), if DBE indicates payment was made.
 - Proof of payment must be a scanned copy of both the front and the back sides of the check.
 7. Does the GDOT Area office require any additional items added to the reimbursement request?
 - ii. Who will be preparing and sending the reimbursement packages to be sent to GDOT?
 - iii. What is the anticipated length of time to approve reimbursement packages?
15. ***Local government name*** is required to maintain a daily project diary. Who will be maintaining that diary?
16. Hard copy of project files to be maintained at a ***Local government name*** location. Where is that location?
17. Anticipated start date for construction –
18. Anticipated first reimbursement request to GDOT –
19. Anticipated first construction progress meeting (if applicable) –
20. Anticipated construction length –
21. Anticipated start DBE work date –
22. Questions or concerns –
23. Next critical path items –
24. Adjourn

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The ***name of local entity (ex. City)*** agrees to have all applicable files readily available at the appropriate location if/when an audit is conducted by GDOT/FHWA.

Local Government Representative Signature / Title / Date: _____

GDOT Construction Project Manager Signature / Title / Date: _____