**PRECONSTRUCTION CONFERENCE /PARTNERING AGENDA**

**Time: April 15, 2015 at 1:00 p.m.**

**Location: ADOT Flagstaff District Office**

1. **DISTRIBUTION OF AGENDA**
2. **INTRODUCTONS**
3. Sign-In-Sheet
4. Individuals introduce themselves and identify their role on the project
5. Identify Project Supervisor for ADOT/Contractor
6. **PROJECT OVERVIEW**

Contracting Agency:

Funding Agency:

Contractor:

Letter of Award:

Contract Time Commences:

Number of Work Days:

Contract Completion Date:

Contract Amount:

1. **PARTNERING**

Partnering Champion

Partnering Evaluation Program (PEP)

Issue Resolution

Issue Escalation Ladder

Issue Escalation Binder

1. **REQUIRED CONTRACTOR SUBMITALS**
2. Part I Project Schedule
3. Authorized Signature Form
4. List of major Material Suppliers
5. List of subcontractors included executed contract and license numbers
6. Traffic Control Plan(s)
7. Designated Traffic Control Coordinator
8. Company Safety Plan and Designated Safety Supervisor
9. List of Emergency Telephone Numbers and Name of Contact Person
10. Company EEO policy and name of designated officer
11. DBE Subcontractors invoices and purchase orders – Section 108.03 of Standards Specs.
12. List of items in short supply
13. Designated Quality Control Manager
14. Designated Fugitive Dust Control Plan in accordance with guidelines established in Rule 310 of Maricopa County Regulation III, Control of Air Contaminants
15. Storm Water Pollution Prevention Plan and Designated Erosion Control Coordinator
16. Category I and Category II Traffic Control Device Certification
17. List of proposed equipment with make, model and year
18. Certifications of Survey Crew
19. Bulletin Board location
20. **ADOT SUBMITTALS**
21. Bulletin Board Packet
22. Monthly Estimates and Deadline Dates
23. Emergency Contact Numbers and Names of Contact Persons
24. Request for Time Extension Forms
25. **REVIEW OF PROJECT SCHEDULE BY CONTRACTOR**
26. **DISCUSSION OF PLANS AND SPECIAL PROVISIONS**
27. **UTILITY COORDINATION AND ISSUES**
28. **MATERIALS**
29. **SAFETY**
30. **TRAFFIC CONTROL**
31. **LOCAL GOVERNMENT CONCRENS**
32. **PROJECT ISSUES AND ACTION PLAN**
33. **CONTRACT ADMINISTRATION CONCERNS**
34. Administration
35. Written approval of subcontractors must be received prior to their start.
36. Construction Survey and Layout – Contractor shall verify the project’s horizontal and vertical control points. After verification of these points, the contractor shall notify the Engineer in writing the results of the verification.
37. Weekly Meetings
38. When
39. Where
40. **ADJOURN**