

<b>Guide for Conducting Post-Construction Review Meetings</b>	
1	Prior to the meeting, confirm that all relevant recommended attendees listed in the Post-Construction Review Guidelines were invited to the meeting.
2	Introduce those present.
3	Record minutes. Attendance record – Note names, company represented, address, telephone number, and e-mail address.
4	Highlight purpose of the post-construction review meeting.
5	Discuss addenda that were issued.
6	<p>At a minimum, review the following factors:</p> <ul style="list-style-type: none"> <li>• Plan clarity.</li> <li>• Plan organization.</li> <li>• Field survey accuracy and completeness.</li> <li>• Soil survey accuracy and completeness.</li> <li>• Overall plan accuracy and completeness.</li> <li>• Maintaining traffic plans, special provisions, and staging.</li> <li>• Permits and agreements information and reference.</li> <li>• Utility information and coordination.</li> <li>• Real estate details included and issues addressed.</li> <li>• Meeting MDOT/FHWA policies, standards, and guidelines.</li> <li>• Cooperation (human relations) and coordination (contacts).</li> <li>• General constructability.</li> <li>• Consistency with approved construction estimate (or low bid).</li> <li>• Special detail plans and special provisions.</li> <li>• Quantity accuracy and reliability.</li> <li>• Proposal clarity and consistency with plans.</li> <li>• Construction progress clause and progress schedule.</li> <li>• As-built project is consistent with final plans.</li> </ul>
7	<p>The following questions at a minimum should be answered at the post-construction review meeting:</p> <ul style="list-style-type: none"> <li>• Were any work orders or contract modifications issued that need to be discussed?</li> <li>• Were there any significant quantity increases, decreases, extras, or value engineering change proposals?</li> <li>• Were there any significant project delays, extensions of time?</li> <li>• Was there any maintaining traffic or construction staging issues?</li> <li>• Were there any significant claims or notice of intent to file a claim on the project that can be discussed?</li> <li>• Were there any significant environmental issues or problems with any of the special environmental mitigation measures (i.e. wetlands, floodplain, soil erosion and sedimentation control, permits)?</li> <li>• Were there any significant real estate issues?</li> <li>• Were there any significant geotechnical issues?</li> <li>• Were there any significant utility issues?</li> <li>• Were there any issues with customers?</li> <li>• Were there any distinguishing or unique features that could have been handled differently by design?</li> <li>• Were there any innovations used on the project?</li> <li>• Was anything handled differently on this project than specified in the plans or proposal (such as method of payment, new special provision, special details, etc.)?</li> <li>• Were there any work zone or construction safety issues?</li> <li>• Were there any mobility issues?</li> </ul> <p>For any “yes” responses, provide complete explanations and suggestions for improvement.</p>
8	Any other subject pertinent to the project, but not yet discussed?
9	Comments “for the record” by any participants or general discussion.