**ALL RED TEXT MUST BE EDITED OR REMOVED PRIOR TO DISTRIBUTION.**

**IN SOME CASES, THE RED TEXT WILL DICTATE REMOVAL OF BLACK TEXT. BLACK TEXT MAY BE DELETED IF IT IS NOT APPLICABLE TO YOUR PROJECT.**

**Date: Month, Day, Year**

**Bid Item: XXX**

**Contract ID: XXXXX-XXXXXX**

**Original Contract Amount: $XX,XXX,XXX.XX**

**Contract Description: XXXXXX**

The preconstruction meeting was called to order at XX:XX a.m./p.m. on Month, Day, Year at the City/Village/County Road Commission by Name, Title. Introductions were conducted and an attendance list is attached. MDOT’s 2012 Standard Specifications for Construction are referenced as the Specifications, within these minutes.

The Contractor was reminded this is a Local Agency Project. The Local Agency is responsible for all construction engineering on this project and coordinating approvals through MDOT. MDOT’s function is to perform project/program oversight, and not day to day construction engineering, testing, or inspection specific to administration of this contract.

If Local Agency Key Personnel changes during the course of the project, the local is responsible for immediately notifying the MDOT TSC Designated Representative, in writing, of any and all changes.

**DESIGNATION OF KEY PERSONNEL:**

For **Local Public Agency (LPA)**

LPA Responsible Charge: XXXXX

Consulting Firm (if applicable): XXXXX

Project Engineer/Engineer of Record: XXXXX

Senior Project Technician: XXXXX

Inspector(s): XXXXX

Certified Construction Technicians:

(list name, otherwise indicate n/a) [Technician Certification Lists](https://www.michigan.gov/mdot/0,4616,7-151-9622_11044_11367-151903--,00.html)

Michigan Concrete Field Testing, Level 1 (MCA or MCPA) XXXXX or N/A

MDOT Density Technology Certification XXXXX or N/A

MDOT Bituminous Paving or Bituminous Paving Operations XXXXX or N/A

Michigan Certified Aggregate Technician XXXXX or N/A

Michigan Certified Bituminous Laboratory Technician (Level 1) XXXXX or N/A

Michigan Bit QC/QA Technician (Level 2) XXXXX or N/A

SESC (Soil Erosion and Sedimentation Control) XXXXX or N/A  
 Storm Water Operator (SWO) per NPDES

National Pollutant Discharge Elimination System XXXXX or N/A

Certified Office Technician: XXXXX

Certification Expiration Date: MM/DD/YY

Fabrication Inspector: XXXXX

AASHTO Accredited Laboratory: XXXXX

The project is/is not located on the National Highway System (NHS), therefore construction technicians are/are not required to be Independent Assurance Tested (IAT).

For **MDOT**

TSC Designated Representative/Designee (DR): XXXXX

TSC Construction Engineer: XXXXX

Other: XXXXX

For **Contractor Name**

Project Manager: XXXXX

Project Superintendent: XXXXX

Safety Supervisor: XXXXX

EEO Officer: XXXXX

24 Hour Contact\*: XXXXX

Damage Claim Officer: XXXXX

\*The Contractor must respond in a timely manner to any calls to the 24-hour emergency contact number.

**ADDENDA**:

The following addendums were issued for this project:

A, B, C, 1, 2 (provide a brief description)

**SAFETY PROGRAM (Specification Section 104.07.B.2):**

The Contractor’s Construction Safety Program was or was not submitted.

The Contractor was reminded that all workers within the right-of-way must wear ANSI/ISEA performance class 2 or 3 clothing.

Safety data sheets were or were not submitted. This should be checked for requirements in any special provisions or if work on the project is noted from subsections 706.03.S, 712.03.K.1, 811.02, and 915.01.

**CONFINED SPACE ENTRY:**

Inquire with the Contractor if any confined spaces exist on the project based on their means, methods, or the work required. Also note any confined space locations as determined by the LPA or a review of the plans and work required. Any spaces should be noted in the preconstruction meeting minutes. A confined space is generally considered as follows:

- Large enough and so configured that an employee can bodily enter it.

- Has limited or restricted means for entry and exit.

- Is not designed for continuous employee occupancy.

**PROGRESS CLAUSE/PROGRESS SCHEDULE:**

The progress schedule has or has not been submitted. The schedule start date is X/XX/XXX, and the scheduled completion date is XX/XX/XXXX.

If the schedule has not been submitted, the progress schedule is to be submitted by the Contractor within 7 calendar days of award and prior to starting work.

The open to traffic date is XX/XX/XXXX

Interim completion dates are XX/XX/XXXX.

The Contractor’s attention was directed to subsection 109.07 of the Specifications. This section states the Engineer will make a final inspection after written notification by the Contractor that the work is completed. As such, the Contractor was reminded to provide said written notification that the work is completed and ready for final inspection.

**SPECIFIC PROJECT RELATED INFORMATION:**

Enter specific project information on how the Contractor will build the job. Examples could include information from unique special provisions, staging, mechanical or electrical work, etc.

**UTILITIES, PERMITS, AIRPORTS, AND RAILROADS:**

The Contractor was reminded to call the "**MISS DIG**" system **(1-800-482-7171)** three (3) full working days in advance of any digging or excavation activities. The Utility Relocation Status Report is on page XXX of the proposal. For any MDOT underground utilities, cables, etc. in the vicinity of MDOT electronic traffic control devices call the TSC Construction Engineer and request that the Department mark any underground facilities. A separate utility relocation discussion summary page (optional) is attached to these meeting minutes.

Are all local permits applied for and approved?  Yes  No  N/A

Any state permits?  Yes  No  N/A

Sanitary or water main permits completed?  Yes  No  N/A

Any relocation issues?  Yes  No  N/A

Relocation issues were discussed?  Yes  No  N/A

Is a FAA permit required?  Yes  No  N/A

Railroad Grade Crossings?  Yes  No  N/A

Railroad Issues?  Yes  No  N/A

Any Railroad temporary crossings?  Yes  No  N/A

**MUNICIPALITIES AND/OR COUNTIES AFFECTED:**

It is the Contractor's responsibility to familiarize themselves with all laws, ordinances, permits, traffic, safety, and health regulations.

Local governments: XXXXX Township, XXXXX County

XXXXX City, XXXXX County

Haul routes on local routes require local agency approval prior to implementation.

There is a local noise ordinance that affects this project. The noise ordinance states the following restrictions.

XXX

This project has received a noise ordinance waiver.

**LIQUIDATED DAMAGES:**

The liquidated damages on this project are $X,XXX per calendar day (Table 108-1). This project includes liquidated damages for other department costs as specified in the Special Provision for Other Department Costs for Job Number XXXXX on page XXXX of the proposal. These damages are cumulative and will be assessed at the same time as applicable.

The Contractor was reminded that subsection 104.07.D of the Specifications states that final clean up is part of the contract work included in other contract items. Notice was provided to the Contractor that all final clean up work must be completed before final project acceptance. Failure to complete final clean up work before the project completion date will result in the assessment of liquidated damages per subsection 108.10.C.1 of the Specifications.

**DAMAGE CLAIM PROGRAM (Section 107.10.E):**

The designated damage claim officer is Name. The Damage Claim Program was or will be submitted. The damage claim program was reviewed and approved.

**MAINTAINING TRAFFIC:**

The special provision for Maintaining Traffic starts on page XXX. The following traffic items were noted and discussed:

Subsection 922.02 of the Specifications require that all sign panel materials and supports in use must be approved by the FHWA as meeting MASH crashworthy requirements or NCHRP testing for older products.

All traffic control devices must be approved and accepted for payment prior to the project start date and before use of these devices on the project.

All requests to modify any traffic control devices that are in the contract must be submitted to the Engineer with the applicable FHWA acceptance letter and must be approved prior to placement on the project. The following information from section 4.10 of the MQAP manual provides more detail regarding the Temporary Traffic Control Certification and Acceptance Procedure: [SOA 2017-001](http://www.michigan.gov/documents/mdot/SOA_2017-001_-_Temporary_Traffic_Control_Certification_and_Acceptance_Procedure_Update_557783_7.pdf).

The Engineer will be conducting periodic inspections throughout the duration of the project to ensure that the temporary work zone traffic control devices meet the *Quality Guidelines for Temporary Traffic Control Devices and Features* published by the American Traffic Safety Services Association and to ensure that traffic devices are placed in accordance with the Michigan Manual of Uniform Traffic Control Devices (MMUTCD), plans, or as directed. The following information provides more detail regarding payment for damaged devices: [SOA 2017-002](https://www.michigan.gov/documents/mdot/SOA_2017-002_-_Drum_and_42_Channelizing_Device_QC_Process_-_Payment_558683_7.pdf).

The following topics were discussed concerning work zone law enforcement. This project does or does not have work zone law enforcement.

* TBA
* TBA

Section 108.02 Limitations of Operations and the following traffic restrictions were discussed:

* Festivals
* Holidays
* Weekends
* Closure Lengths
* Work Hours
* Traffic Switches
* Incentives or Disincentives

Traffic Regulators must be properly trained and have the proper equipment. Special illumination is required for night time work. Documentation of training must be maintained for all designated traffic regulators.

XXX is the point of contact for traffic control devices. This person has the authority to make changes to the traffic control devices and layout. The storage location for unacceptable devices is XXX. The Contractor’s point of contact will review with project staff the unacceptable devices at the said location at a mutually agreed upon frequency of XXX for balancing and payment purposes.

The following are traffic control items that were discussed with the Contractor that may not be needed due to the method of project delivery:

XXX

XXX

The Contractor’s attention was directed to the special provision for Traffic Control Quality and Compliance which begins on page XXX of the proposal. Written communication between the Contractor and project staff is recommended to ensure noncompliance concerns are documented including the start and end of the compliance assessment duration(s).

The Contractor was reminded to remove all temporary traffic control devices when said devices are no longer required on the project. The final acceptance of the project will not occur until all temporary traffic control devices are removed from the project.

**STAGING AREAS:**

Subsection 812.03.G.5 of the Specifications describe the storage restrictions for vehicles, equipment, and materials. Worker vehicles, idle construction equipment, and Contractor materials must be stored in areas that provide minimum exposure to pedestrian and vehicular traffic.

A permit will/will not be required for use of local agency right-of-way outside of the project limits.

A permit will be required for use of any MDOT right-of-way.

If private property is utilized the Contractor must obtain and provide a copy of a written agreement with the property owner to the Engineer in accordance with subsection 105.06.D. Permits or written agreements are required prior to the start of work.

The Contractor was reminded that they and all other companies (Subcontractors, suppliers, etc.) must not park any vehicles or store any equipment on public recreational property. Furthermore, access to all recreational properties must be maintained at all times. Non-compliance can result in penalties up to and including termination of the construction contract and loss of federal funding for the project.

**INTERNAL WORK ZONE TRAFFIC CONTROL PLAN:**

Subsection 104.11.B of the Specifications require the Contractor to develop and provide a work zone traffic control plan for the project. The FHWA may review the submittal of this plan during field audits.

A work area lighting plan must be submitted to the Engineer for review and approval a minimum of 14 calendar days prior to the start of night work in accordance with the special provision for Lighting for Night Work on Page XX.

**GUARDRAIL:**

The Contractor was reminded about the new GUARDRAIL APPROACH TERMINAL, TYPE 2M requirements.  This includes providing the manufacturer’s name and contact information.  Installation staff must have been trained by the respective guardrail terminal manufacturer to install the guardrail terminals utilized on the project.  The Contractor must provide manufacturer issued and dated training certificates for all staff on the guardrail installation crew.  Upon completion the Contractor must also provide the guardrail terminal manufacturer’s installation checklist, completed and signed by the Contractor, for each individual guardrail terminal installed and a written certification that all guardrail terminal installations have been installed per the contract and the manufacturers’ specifications and guidelines.

**LANE WIDTH (WIDE LOAD) RESTRICTIONS**:

A lane width restriction of XX feet will be established for this project. The beginning date will be Month, Day, Year and the ending date will be Month, Day, Year. Adjustments to these dates will be made as required. The contact person for lane width restrictions is Name at the City/Village/County Road Commission.

Lane width restrictions will not be issued on this project.

**REAL ESTATE:**

According to the property acquisition certification included with the LAP program application, there are no outstanding real estate issues. Is this still the case? Yes/Explain or No. If yes, contact LAP Staff Engineer and Local Agency Construction Engineer in Lansing. Outstanding issues may include temporary consent to grade, property acquisition, or other.

**SUBCONTRACTORS:**

The Contractor was reminded that any work that they are not performing with their own work force is required to use the MDOT Subcontract form 1302-FED or 1302-State (except as noted on MDOT Form 1386 *Post Certification of Subcontract Compliance*).  The original subcontract must include all the required attachments as outlined on page 5 of 5 in the MDOT Subcontract form 1302A.

REQUIRED SUBCONTRACT ATTACHMENTS:

1. Any Addenda advertised with the letting
2. Special Provision for Prompt Payment
3. Special Provision for Labor
4. Federal Letting Requirements Appendix A
5. Federal Letting Requirements Appendix C
6. Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity
7. 1273 - Required Contract Provisions for Federal-Aid Construction Contracts
8. Applicable wage rate schedule

The Contractor was also reminded that any Subcontractor that has been “designated” or DBE committed, at the time of award, is required to perform work on the project.

Designated Subcontractors:

1. XXX
2. XXX

DBE Bluesheet Subcontractors/Vendors:

1. XXX
2. XXX

The Contractor will keep all original subcontracting documentation and must provide the Engineer a copy of the signed cover page and line item page prior to any work being performed by the Subcontractor.  This applies to all tiers of subcontracting.

The Contractor was further reminded that MDOT Form 1386 *Post Certification of Subcontract Compliance* is required to be signed by an authorized signer of the Contractor and submitted prior to the processing of the final estimate.

The following Subcontractors will be working on this project (note DBE companies):

1. TBA
2. TBA (DBE Company)
3. TBA
4. TBA

**DISADVANTAGED BUSINESS ENTERPRISE (DBE):**

Page XXX of the proposal notes that XX.X percent **DBE** participation is required on this project.

The Contractor must notify the Engineer in advance of a DBE Subcontractor or vendor starting work regardless of the percent participation required in the contract. This includes any off site DBE work. Any DBE work that will occur off project site shall be documented by the Engineer. The Contractor must provide notice (dates, times, locations, etc.) to the Engineer in advance of this work. Off site work was discussed as follows:

* TBA
* TBA

Form 2124A, *Prime Contractor Bi-Weekly Statement of Subcontractor/Supplier Payments*, is included in the Federal Letting Requirements. This form must be submitted as indicated in paragraph one of the instructions.

The Contractor indicated that they will/will notbe meeting the DBE requirements. The Contractor was reminded that if the DBE goal will not be met, a post-award good faith effort application (MDOT Form 0188) must be submitted to the Office of Business Development (OBD). This post-award application must be submitted within 14 calendar days of the Contractor being made aware of its inability to meet the DBE participation goal.

DBE commitment documentation as submitted by the Contractor was discussed. The Engineer will be documenting commercially useful functions (CUF) as provided by DBE companies. This may include direct conversations, visual inspections, and work activities. The Engineer and OBD should be notified immediately of a DBEs inability to perform work and the Contractor’s intent to obtain a substitute DBE on projects with DBE participation. A DBE who is unable to perform the work must be given five (5) business days written notice by the Contractor who hired their services of their intent to obtain a substitute DBE. A copy of this written notice is to be provided to the Engineer and the OBD. To substitute DBE firms, the Contractor must submit MDOT Form 0196, *Request to Replace Disadvantaged Business Enterprise (DBE)* to the Engineer. The Engineer must review and approve DBE substitutions before submitting the approved 0196 form to MDOT’s Contracts Services Division with a copy to the OBD.

**EEO & AFFIRMATIVE ACTION:**

Appendix C in the Federal Letting Requirements contain the EEO and Affirmative Action requirements for this project. The goals of this project are XX.X % minority and XX.X % female in each trade.

Appendix A, Prohibition of Discrimination in State Contracts is Included in the Federal Letting Requirements.

**ON-THE-JOB TRAINING (OJT):**

The Contractor does or does not plan on using OJT on this project.

The special provision for On-The-Job Training is on page XXX of the proposal. The OJT program is Contractor based and the details of the program can be found at the following website: [On-the-Job Training Program](http://www.michigan.gov/mdot/0,1607,7-151-9625_21539_23108_57964---,00.html).

The Contractor must submit Form 0125, *Trainee Monthly Report, on-the-job Training (OJT)* to OBD with a copy to the Engineer if they are intending to utilize On-The-Job Trainees on this project. The Contractor was reminded that if trainees are utilized on this project, notification must be provided to the Engineer prior to their first day of work on the project.

The special provision for On-The-Job Training is not within this proposal.

The Contractor is planning on using XX trainees on this project.

**CERTIFIED PAYROLLS / PREVAILING WAGES:**

This project is entirely state funded and does not have accompanying prevailing wage requirements. Everything in this section below does not apply.

This project involves federal funding and the Davis-Bacon Minimum Wage Rates apply for the site of work. The wage decision for this project is located on page XXX and is covered by the *Airport & Bridge, Highway, Sewer/Incid. to Hwy* wage decision.

**OR**

There are multiple wage decisions for this project as described in the Notice to Bidders on page XXX. The wage decisions included in this project are *Airport & Bridge, Highway, Sewer/Incid. to Hwy* wage decision on page XXX and the *Heavy* wage decision for underground items on page XXX.

The USDOL regulatory definition (See 29 CFR 5.2) for “site of the work is the physical place or places where the . . . work called for in the contract [is occurring]; and any other site where a significant portion of the . . . work is constructed, *provided* that such site is established specifically for the performance of the contract or project.”

The site of work for most MDOT projects is defined as the entire construction site as specified in the plans and contract. The site of work also includes batch plants, borrow pits, job headquarters, tool yards, etc., provided they are established for and dedicated exclusively, or nearly so, to the . . . project, **and** are adjacent or virtually adjacent to the site of work.

The following locations are specifically excluded from the site of work definition:

* Permanent home offices, branch plant establishments, fabrication plants, tool yards, etc., of a contractor or subcontractor whose location and continuance in operation are determined wholly without regard to a particular federal or federally–assisted project. In other words, if it is a permanent site that is not dedicated to the job, it is not within the site of work definition.
* Fabrication plants, batch plants, borrow pits, job headquarters, tool yards, etc., of a commercial or material supplier that are established by a supplier of materials for the project before opening of bids, **and** not on the site of the work, even where such operations for a period of time may be dedicated exclusively, or nearly so, to the performance of a contract.

On federally funded projects if any personnel (Contractor, Subcontractor, trucking firms, etc.) are involved with project work prevailing wages must be paid per the contract proposal. The Contractor is responsible for the payment of prevailing rates that are not paid by their subcontractors. In order to comply with these requirements, the Contractor must:

* Advise all subcontractors of prevailing wage requirements and that all employees must cooperate during wage rate interviews.
* Submit all required weekly certified payrolls for themselves, each subcontractor, and each lower-tiered subcontractor.

The Contractor is responsible for maintaining basic records for the workforce (i.e. employee classification, hourly rates of wages paid, daily and weekly number of hours worked on site and on all projects, deductions made, and net wages paid). This requirement includes truck drivers, and the Contractor should be prepared to provide this information to the Department, upon request by the Engineer.

Truck driver hours are covered by prevailing wage provisions when the time spent working on the site of work exceeds de minimus. (i.e the time spent working on the site of work is 20% or more of the total hours worked on all projects during the week.)

The following time counts toward de minimus:

* Time spent loading or unloading materials and supplies on the site of work
* Time spent driving on the site of work
* Time spent transporting materials and supplies between a facility that is part of the site of work and the actual construction site.

If de minimus is exceeded, prevailing wage is due for all hours worked on the site of work during that week and a payroll is due to MDOT.  If the employee who exceeded de minimus is an owner operator, a payroll is still due but does not have to include hours worked or pay rate information.

Biweekly progress payments for work completed by the Contractor and/or Subcontractor may be withheld, upon written notice from the Engineer, for failure to comply with the contract prevailing wage requirements and/or for failure to submit weekly certified payrolls.

The Contractor was encouraged to review the Construction Manual Division 1, Section 107 [Prevailing Wage Oversight Procedures](http://mdotwiki.state.mi.us/construction/index.php/Prevailing_Wage_Oversight_Procedures). This section provides guidance on the MDOT process and procedures required for prevailing wage oversight on construction projects with federal and/or state funding.

**JOBSITE POSTINGS:**

Jobsite posters must be erected in a conspicuous area on-site prior to the commencement of work. These posters include, but are not limited to, the project specific wage rates and notices required by federal and state law. The jobsite posters must be complete and maintained until final acceptance. The posters must be accessible at all times to employees and applicants for employment.

The Engineer will complete the form 1967, *Jobsite Poster Inspection Checklist*, during the construction project. This form is an aid to make sure that the Contractor is following the requirements of the contract.

Contractors are strongly encouraged to check the Construction Manual for the latest revised poster information at: [Jobsite Posting](http://mdotwiki.state.mi.us/construction/index.php/Prevailing_Wage_Oversight_Procedures#JOBSITE_POSTING). If the project has federal funding, the first scheduled payment for **Mobilization, Max (dollar)** will not occur until the Engineer has verified and documented the posting of required labor compliance posters and the project specific prevailing wage rates.

**PREVAILING WAGE AND LABOR COMPLIANCE SYSTEM:**

The Prevailing Wage and Labor Compliance special provision was/was not used on this project.

**KEEP FOLLOWING IF USED OR ADDING VIA MUTUAL AGREEMENT WITH ENGINEER AND CONTRACTOR/AND NO COST CONTRACT MODIFICATION, OTHERWISE REMOVE**

Certified payroll and associated documents must be submitted in the PWLC system (LCPtracker). Documents must be submitted in accordance with the timeframe listed on the Compliance Special Provision. The Contractor is also responsible for coordinating all electronic document submittals from lower tier Subcontractors.

The Engineer will request the contract be setup in LCPtracker and assign the Contractor. The Contractor’s prime approver is **XXXXXXX.** Account setup may be requested by sending an e-mail to: [MDOT-LCPtracker@Michigan.gov](mailto:MDOT-LCPtracker@Michigan.gov)

LCPtracker is available via the following links:

Login Website: <http://www.lcptracker.net>

General Information website: [www.lcptracker.com](http://www.lcptracker.com)

A tutorial for this system can be found through the website provided.

**PROCESSING CONTRACT MODIFICATIONS:**

All contract modification approvals will be processed in accordance with the Construction Contract Modification Process Overview as detailed in the Construction Manual: [Construction Contract Modification Process Overview](http://mdotwiki.state.mi.us/construction/index.php/Construction_Contract_Modification_Process_Overview).

**CONSTRUCTION DOCUMENT MANAGEMENT:**

This project will use MDOT’s current Construction Document Management System – ProjectWise. Account setup, installation details, and access to ProjectWise may be requested by sending an e-mail request to: [MDOT-ProjectWiseConst@michigan.gov](mailto:MDOT-ProjectWiseConst@michigan.gov).

The Contractor must submit all project documentation for this contract in electronic format and place it into ProjectWise. Paper documents, faxes, e-mails or other methods/media are not permitted except as allowed by the Engineer. The Contractor must use the document naming conventions as described in the Department’s Construction Manual under the heading “Construction Documentation Standard Naming Conventions for e-Construction”. This section is maintained at the following website: [Construction Documentation Standard Naming Conventions for e-Construction](http://mdotwiki.state.mi.us/construction/index.php/E-Construction#Construction_Documentation_Standard_Naming_Conventions_for_e-Construction).

Additional documentation and training for ProjectWise and methods for requesting training are available at the following website: <http://www.michigan.gov/mdotprojectwisetraining>.

ProjectWise access for Subcontractors can be completed by the Contractor by downloading [Prime Contractors Tool.zip](pw:\\HCS591PWISPA901.som.ad.state.mi.us:MDOTProjectWise\Documents\Resources\MDOT%20ProjectWise%20Information\External%20Installation\Prime%20Contractors%20Tool.zip) and utilizing the installation guide [Prime Contractor Tool Installation and Quick Guide.pdf](pw:\\HCS591PWISPA901.som.ad.state.mi.us:MDOTProjectWise\Documents\Resources\MDOT%20ProjectWise%20Information\External%20Installation\Prime%20Contractor%20Tool%20Installation%20and%20Quick%20Guide.pdf).

All digital electronic signatures on contract modifications and work orders must be completed according to the procedures set forth in the Construction Document Management System Special Provision. More information regarding electronic signatures is available here: [E-Signature](http://mdotwiki.state.mi.us/construction/index.php/E-Signature). MDOT uses the DocuSign Digital Signature solution for document signing processes. More information regarding DocuSign including requesting a free DocuSign digital signature can be found here: [Digital Signatures with MDOT](http://www.michigan.gov/mdot/0,4616,7-151-9625_78316---,00.html).

**SPECIAL PROVISIONS FOR PROMPT PAYMENT:** (page XXX):

The Contractor agrees to pay each Subcontractor for the work associated with their subcontract no later than 10 calendar days from the date the Contractor receives payment from the Department for said work.

If the Contractor has concerns about the satisfactory completion of Subcontractor work items, the issue must be brought to the Engineer’s attention in advance of payment to the Contractor.  The Engineer will reference the Prompt Pay Special Provision (PPSP) for any action needed to resolve any issue with satisfactory completion or any other issue related to prompt payment of work performed.

The PPSP requires the Contractor to report biweekly payments to first tier Subcontractors and all DBE Subcontractors/vendors using the electronic reporting system available through MILogin webpage by requesting access to MDOT 2124A Reporting System application (MERS).

At project completion, the Contractor must submit a signed Form 2124A for any DBE who has provided work or materials on the project regardless of if they have an awarded bluesheet or not.

**DOCUMENTING CONSTRUCTION MATERIALS:**

The Contractor was reminded of current requirements for submittal of Form 0501, *Materials Source List* to the Engineer. Items that are not properly documented via Form 0501 will not be paid for until the form is complete. These forms are necessary to provide accurate material testing and accounting of materials used on the project. The Engineer will process the Form 0501 in as detailed in the Construction Manual: [Material Source List Forms (501)-Processing and Approval Procedure](http://mdotwiki.state.mi.us/construction/index.php/Material_Source_List_Forms_(501)-Processing_and_Approval_Procedure).

The Contractor was reminded that Form 0501 is required for structural precast concrete elements before fabrication commences. The form must state all the materials being incorporated into the fabricated element and is required for all projects where fabrication inspection is the basis of acceptance. The Structural Fabrication Unit will coordinate with the Engineer to review all Form 0501 submittals for structural precast concrete elements. If the Department determines other elements will be shop inspected, then the Contractor will be notified to submit Form 0501 for those elements as well.

The Contractor was reminded that if the Contractor or any Subcontractors change the source of a material, the Contractor must provide a revised or new Form 0501 to the Engineer.

A Materials Source List was or was not submitted.

**CONTRACTOR QUALITY CONTROL (CQC) PLAN - CONCRETE (Section 604):**

The Contractor quality control plan for concrete was or will be submitted and discussed at the pre-production meeting.

The Contractor was reminded to submit proposed Job Mix Formulas (JMF) to the Engineer prior to the pre-production meeting.

**CONTRACTOR QUALITY CONTROL (QC) PLAN - HMA (HMA Production Manual):**

The Contractor quality control plan for HMA was or will be submitted and discussed at the pre-production meeting.

The Contractor was reminded to submit proposed Job Mix Formulas (JMF) to the Engineer prior to the pre-production meeting.

**SOURCE OF STEEL AND IRON (BUY AMERICA) REQUIREMENTS:**

The Contractor’s attention was directed to the special provision for Source of Steel and Iron (Buy America). Prior to permanently incorporating any steel/iron work items from the Step Certification list maintained by the Department, the Contractor must provide Buy America step certifications to the Engineer per the special provision. Payment will not occur until Buy America certifications are received.

**STRUCTURAL FABRICATION**:

MDOT does not perform fabrication inspection on Local Agency Projects. The Local Agency is responsible for performing Fabrication Inspection on the project.

This project does/does not contain any elements or items requiring fabrication inspection. (if does) The Local Agency has identified their fabrication inspector in the Designation of Key Personnel section of these minutes.

Fabrication inspection is required for all fabricated elements required to be accepted based on “Fabrication Inspection” per the MDOT MQAP manual or special provision.  Below is a list of elements that require fabrication inspection:

* Structural Steel (e.g. bridge girder/beam, diaphragm, stiffener, retrofit steel, bridge bearing, modular expansion joint, tower lighting structure, sign and DMS structure, traffic signal mast arm and pole structure)
* Prestressed/Non-Prestressed Concrete (e.g. bridge beam, deck panel, pier cap, pier column, and culvert with span 20 feet and greater measured parallel to the roadway centerline)

The Contractor’s attention was directed to the requirements of subsections 707.03 and 708.03 of the Specifications regarding providing the Engineer with an accurate two week notice prior to beginning work in the shop for structural steel and one week notice prior to beginning work in the shop for structural precast concrete.

Fabrication plants must be certified in accordance with the contract requirements (AISC, PCI, NPCA, ACPA, etc.). The Engineer will arrange for shop inspection in accordance with MDOT’s Materials Quality Assurance Procedures Manual (MQAP), along with welder qualification testing and weld procedure testing. The Contractor must take these time frames into account when scheduling material fabrication, and anticipated delivery dates.

The Contractor’s attention was also directed to the requirements of MDOT’s MQAP Manual, dictating the overall quality assurance program employed to assure all materials incorporated into the project are in reasonably close conformance with the contract documents and the Specifications. Additionally, MDOT’s Materials Source Guide provides information on Materials Acceptance Requirements, Approved Suppliers, Approved Manufacturers, Qualified Products List, Tested Stock, etc., that will be verified during the shop drawing review and shop inspection processes.

**SHOP DRAWING APPROVAL PROCESS:**

The Contractor must submit for review all working drawings (including calculations as applicable) not furnished in the design plans for all parts of the work as required by the contract in Portable Document Format (PDF) format. The Contractor is responsible for the correctness of the working drawings and design calculations, and ensuring the design complies with any permit requirements. It is the Contractor’s responsibility that all items are fabricated to the correct dimensions. The Engineer’s approval of the working drawings is a verification that the drawings appear to be consistent with the contract documents. “Approval” does not relieve the Contractor of the responsibility for the accuracy of dimensions on shop drawings or for complete submittals satisfying applicable contract requirements, nor does it permit deviations from the contract without the Engineer’s documented consent.

The Contractor must work with the Engineer regarding the shop drawing submittal, review, and approval process.

Changes or modifications during the fabrication process must be submitted to the Engineer for review and approval and incorporated into the final as-built shop drawings. The Contractor must provide the Engineer with one complete set of final drawings in PDF format.

**ELECTRICAL WORK:**

A licensed electrician is required for electrical work per the special provision for XXX. There may be periodic random inspections of the licensed electrician and their presence on the work site.

The Contractor is reminded to inform the Engineer when any signal work is complete so the Engineer can inform the proper parties.

**PAVEMENT MARKINGS:**

All pavement marking work must be visually inspected to ensure actual placement. Contractor quantities above plan quantities must be measured with the Contractor to determine discrepancies with the contract documents.

The Special Provision for Witness, Log and Layout of Permanent Pavement Markings is in the proposal. The Contractor was requested to or has submitted the log of permanent pavement markings.

**CLAIMS FOR EXTRA COMPENSATION OR TIME EXTENSION (Subsection 104.10):**

The Contractor was reminded that claims for extra compensation are to be submitted in accordance with subsection 104.10 of the Specifications. The process will follow the current MDOT claims procedure document. More information can be found in the Construction Manual: [Contractor Claim for Extra Compensation or Time Extension](http://mdotwiki.state.mi.us/construction/index.php/104.10_Contractor_Claim_for_Extra_Compensation_or_Time_Extension). The Contractor’s claim must include a completed Form 1953 *Claim Content and Certification*.

**FORCE ACCOUNT WORK:**

Before starting the force account work, the Contractor and the Engineer will work together to develop a work plan from the Contractor’s written proposal. **All force account work requires pre-approval of the Region Construction Engineer.** At the end of each workday, the Contractor’s representative and Engineer must compare records of the work done under force account. The Contractor’s representative for signing force account daily records is XXXXXXX. The Contractor was reminded there is no markup allowed for business taxes and the mark up on labor has recently changed to include bond premium, insurance, and payroll taxes.

**EXTENSION OF TIME** **(Subsection 108.09)**:

The Contractor was reminded that all extension of time requests must be filed in accordance with subsection 108.09 of the Specifications. Failure to notify the Engineer as required will constitute a waiver of claim for a time extension. Form 1100A, *Extension of Contract Time Request No.* should be used for extension of time requests.

**CONTRACTOR PERFORMANCE EVALUATIONS:**

The Engineer will evaluate the Contractor’s performance on this project and the evaluation may be used as a basis for modifying the prequalification ratings of the Contractor. An evaluation may be issued during the course of a project (interim) and will be issued after completion of a project (final).

The following link provides the full list of factors and criteria that the Contractor will be evaluated upon: [Contractor Evaluation Factors and Rating Criteria](http://www.michigan.gov/documents/mdot/MDOT_Contractor_Evaluation_Factors_Rating_Criteria_559990_7.pdf)

**NOTIFICATION OF NEW BRIDGE STRUCTURE:**

For projects which include new structures, the Engineer will inform the Region Bridge Engineer when the Contractor has submitted their notice of completion correspondence.

**DISPOSING OF SURPLUS AND UNSUITABLE MATERIAL:**

Subsection 205.03.P requires the Contractor to obtain a written agreement with the property owner for disposal sites. The agreement is to detail the material that can placed, location of disposal site, and required restoration. Both parties must sign and date the agreement. A copy of this completed document must be provided to the Engineer prior to any disposal. The Contractor is also responsible for obtaining a county permit under Act 451 Part 91, Soil Erosion and Sedimentation Control, from the local agency having jurisdiction if the earth disturbance is greater than one acre or the site is within 500 feet of a regulated wetland or stream.

If the material is disposed of in a storage area within the ROW, material may not be disposed of temporarily or permanently beyond the normal plan fill slope across wetlands or floodplains. Special consideration should be given to drainage from the roadway and adjacent property by the Engineer and inspector. A toe of slope ditch may be required or the spoil bank may require a ditch constructed through it to allow water to flow from the roadway ditch or from the adjacent property.

**ENVIRONMENTAL CONCERNS: (ASBESTOS, HERBICIDES, LEAD BASED PAINT, WETLAND MITIGATION, MDEQ/MDNR PERMITS, ETC.):**

The following issues were discussed as part of the environmental mitigation measures.  (The Engineer is to review Special Provision 12SP-107L-01 for Environmentally Sensitive Areas, along with the Vicinity Sheet in the plans that shows the location of Environmentally Sensitive Areas and discuss with the Contractor. Background information can be obtained from the Local Agency Environmental Clearance Form 5323 under the project number in the Supporting Documents ProjectWise folder.  Note the 5323 form is not included in any contract documents.)

If any herbicide use is included on the project, the storage, handling, and use of herbicides must be done in a manner to minimize potential discharge of pollutants. The Engineer will review certification documentation and herbicide labels to ensure proper use by the Contractor.

The Contractor was reminded regarding the requirements and non-compliance actions of the following special provisions:

Page Special Provision

XXX XXXXX XXXXX XXXXXX

Other possible pollutants were briefly discussed as well as risk avoidance. The Contractor was advised that all storage areas should be located away from water bodies and ensure that all containers are covered and secured with a lid when unattended and picked up and put away when use is complete.

(For Bridge Projects)

The Contractor was reminded of the requirement to submit Form EQP5661, Notification of Intent to Renovate/Demolish, for any bridge projects involving renovation or demolition work. The form contains instructions and the applicable mailing address. This form must be submitted regardless of whether or not the bridge contains asbestos materials. The Contractor was reminded that the form must be submitted at least 10 business days prior to bridge work. Prior to mailing the form, it must be signed by the Engineer under the signature block for the owner.

**SOIL EROSION AND SEDIMENTATION CONTROL (SESC) and NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES):**

It is expected prompt action regarding soil erosion and sedimentation control along with temporary and/or permanent restoration.

The following items were discussed:

* Install temporary controls prior to earth disturbance.
* Maintain SESC measures throughout the life of the project until acceptance.
* MDOT will perform SESC inspection every 7 days or within 24 hours after a precipitation event that results in a discharge from the site, including weekends regardless if the Contractor is working or not.
* Review MDEQ, MDNR, Corp of Engineers, etc., permit requirements.
* Complete topsoil placement and stabilize slopes, channels, ditches, and other disturbed areas within 5 calendar days after final earth grade with permanent soil erosion control measures. Permanently restore and place topsoil on slopes and ditches within 150 feet of lakes, streams, or wetlands within 24 hours of achieving final earth grade, using permanent soil erosion control measures. Do not prolong trimming, finishing final earth grade, or both, to permanently stabilize the project at one time.
* Earth Change Plan for work outside grading limits but within ROW.
* Special project concerns?

**GEOTECHNICAL CONCERNS:**

* Cofferdam and Temporary Earth Retention specifications should be discussed. The Contractor was reminded that their designs must be received within the time frame specified in the Specifications.
* Pile Driving Specifications and requirements should be discussed.
* This project involves foundation piling and the requirement to submit MDOT Form 1956, *LRFD Pile and Driving Equipment*. Pile driving charts are not generated or supplied until this form is properly completed by the Contractor and submitted to the Engineer.
* It was noted that this project contains the Special Provision for Dynamic Pile Testing and/or Static Load Test, which requires Contractor submittals per the Special Provision.
* All projects that involve drilled shaft foundations require timely submittal of a Drilled Shaft Installation Plan in accordance with subsection 718.03.A of the Specifications. This includes but is not limited to drilled shaft foundations for bridges, cantilever/truss signs, Dynamic Message Sign (DMS) structures, high mast luminaires, traffic signals and other Intelligent Transportation System (ITS) structures.

**PROPOSAL AND PLAN SHEET(S):**

The proposal for this contract was reviewed and discussed. Special attention was given to the special provisions and/or supplemental specifications, and/or (if applicable) pages from the log on the following:

* TBA

Page XXX of the proposal states there are XXX estimated pages for plans or all plan sheets are contained in the project log within the contract proposal.

The following plan sheets were noted and discussed:

* Sheet XX of XX

**GENERAL COMMENTS:**

Mandrel Testing of Corrugated Polyethylene Pipe (CPE) and Corrugated Polyvinyl Chloride Pipe (CPV)

If CPE or CPV pipe is installed, at least 50 percent of each size must be mandrel tested. The Engineer will select those runs of pipe that may have been problematic during installation or in areas subjected to a high volume of construction traffic. The mandrel testing will be conducted 5 to 10 work days prior to paving.

Prior to testing, the Contractor must provide an approved mandrel which is appropriate for testing CPE and CPV pipe. The mandrel must have at least nine points and be 95 percent of the nominal diameter of the CPE pipe. The mandrel size for CPV pipe is slightly smaller and is based on base diameter (per ASTM F 949) not nominal diameter. Per AASHTO M 294, *Corrugated Polyethylene Pipe*, nominal pipe diameter is defined as 12 inch, 15 inch, 18 inch, etc. Mandrels can be a fixed size or a variable size and are commercially available for most pipe sizes up to 48 inch. The diameter of the mandrel, whether it is fixed or variable size, must be verified with a proving ring. As a rule of thumb, the length of the mandrel should be equal to or greater than the diameter. Additional information can be found in section 4010131 - Culverts of the Construction Manual: [4010131 - 4010698 Culverts](http://mdotwiki.state.mi.us/construction/index.php/4010131_Culverts).

Culvert Design

If the Contractor proposes a culvert shape that is different than what is shown in the contract documents (engineered for the project site) the proposed culvert shape must be engineered for the project site at no cost to the Department. The Contractor was reminded of the following information per the Supplemental Specification for Errata which states in part the following for Subsection 406.04.A:

*In particular, the Contractor must use approved MDOT service vendors qualified in Hydraulics, Geotechnical Engineering Services, and Short and Medium Span Bridges to perform the required design and plan modifications, as directed by the Engineer, if the Contractor selects a culvert shape different than shown on the plans.*

Modifications will take a significant amount of time to prepare and the Engineer will require additional review time. There may be several submittal/evaluation cycles between the Contractor and the Engineer until final approval is granted. It should be noted that submittal of an alternate culvert shape in accordance with the contract documents does not guarantee Engineer approval. All costs necessary to accommodate a different shape are the responsibility of the Contractor and will not be paid for separately. These costs are considered in the original cost bid and are not to be included in any cost negotiations.

The Contractor is reminded of specification subsection 401.01M and 402.03K regarding video inspection of culverts and storm sewer.

General comments on the proposal and contract documents can go here.

**MISCELLANEOUS NOTES:**

The Contractor was reminded that prior to the beginning of any work (temporary sign placement, contract items, mobilization, etc.) the Engineer must be notified and approval from the Engineer must be obtained before the commencement of any contract work. Any contract work completed without approval from the Engineer or prior to contract award will not be paid for and all costs for said work must be borne by the Contractor.

**ITEMS DUE AT THE PRECONSTRUCTION MEETING BUT NOT SUBMITTED:**

* TBA
* TBA

**FUTURE MEETINGS**:

* HMA Pre-Production Meeting
* Concrete Pre-Production Meeting
* Utility Meeting
* Railroad Coordination Meeting
* Progress Meetings
* Post-Construction Review Meeting
* TBA

**REVIEW:**

All attendees are asked to thoroughly review these meeting minutes. Please report any discrepancies to the author immediately so necessary corrections can be made.

MINUTES RECORDED BY: Digital Electronic Signature Placed Here

Attachments:

Attendance Sheet

Other Documents

cc (via email distribution):

All Attendees

File Copy

XXXXX, MDOT TSC Designated Representative/Designee

XXXXX, MDOT TSC Construction Engineer

XXXXX, FHWA Area Engineer (Projects of Division Interest (PoDI) only)

Additional distribution as needed, may include:

XXXXX, MDOT, XXXXX Region, Traffic and Safety Engineer

XXXXX, MDOT, XXXXX TSC, Utility and Permits Engineer

XXXXX, MDEQ, SESC Contact (found at following link: [*Soil Erosion and Sedimentation Control (SESC) & Construction Storm Water Staff*](http://www.michigan.gov/documents/deq/wrd-sesc-const-sw-staff_344830_7.pdf)

County Road Commission

Railroad Rep

Local City Rep

Drain Commission

Project Designer (Bridge, Signal, Road)

Project Consultant(s)

Municipal Enforcing Agency (MEA)

County Enforcing Agency (CEA)