

***CHAPTER 11 – BEFORE ON-SITE WORK CAN BEGIN**

The Contractor shall not begin On-Site Work until it has, as specified in 00180.40(b):

1. Received Notice to Proceed;
2. Filed the required public works bond with the Construction Contractors Board (CCB) (See 00170.20);
3. An accepted Project Work schedule;
4. An approved Traffic Control Plan;
5. An approved Pollution Control Plan;
6. An approved Erosion and Sediment Control Plan;
7. Met with the Agency at the required preconstruction conference; **and**
8. Assembled all Materials, Equipment, and labor on the Project Site (or has reasonably assured that they will arrive on the Project Site) so the Work can proceed according to the Project Work schedule.

The Contractor is required, per 00195.12(a), to submit the Pay Items selected for the steel escalation/de-escalation program in writing to the Project Manager (PM) before or within seven (7) Calendar Days after the Pre-Construction Conference.

As required by the Contract, the PM may request that the Contractor submit other information before on-site Work begins.

The following topics are discussed in greater detail in this chapter:

- 11-1: Cooperative Arrangements (“Partnering”)
- 11-2: Pre-Construction Conference
- 11-3: Tourist Oriented Directional (TOD) and Business Logo Sign Sketch Map and Narrative
- 11-4: Project Schedule
- 11-5: Traffic Control Plan
- 11-6: Erosion and Sediment Control Plan
- 11-7: Pollution Control Plan
- 11-8: Migratory Bird Treaty Act

* All marked text updated October 2013

11-1 COOPERATIVE ARRANGEMENTS (“Partnering”)

The Contractor may enter into a voluntary cooperative arrangement with the Agency on all Projects (see Subsection 00150.05). The intent of a cooperative arrangement (aka “partnering”) is to enhance working relationships, establish lines of communication, and develop processes to resolve Project issues. Partnering is encouraged and will be established at the Contractor’s request. If the Contractor elects to not participate in partnering, but the PM believes it is essential, the PM should contact the Contract Administration Engineer (CAE) to facilitate the Contractor’s participation.

If the Contractor elects to participate in a cooperative arrangement, it will do so by signing and returning the [Cooperative Arrangement Form 731-0338](#) [See Exhibit 11(A)] provided with the Notice of Intent to Award. The form must be submitted no later than the time the Contractor returns the signed Contract to the Agency.

The Construction Program Analyst in the Construction Section will then notify the PM of this participation and assist the PM in selecting a facilitator. The PM and the selected facilitator will work together to schedule a date for the orientation workshop. The workshop should occur before Work starts (or at least very early in the Project).

Cooperative arrangements developed during a Partnering Workshop do not change the terms of the Contract (unless a Contract Change Order is executed). If a cooperative arrangement document is prepared, an electronic copy should be sent to the [Construction Program Analyst](#) to be placed in the Project’s Contract Electronic Files.

11-2 PRE-CONSTRUCTION CONFERENCE (“Pre-Con”)

The Contractor shall meet with the PM for a Pre-Con before any Work is performed and within 30 Calendar Days of the Notice to Proceed (as required by 000180.42, unless otherwise approved in writing by the Agency).

Once the PM and Contractor has established a date for the Pre-Con, the PM will send a Pre-Con letter describing the items to be discussed at the upcoming Pre-Con meeting. [See Exhibit 11(B)]. The PM will also incorporate any Project specific OCR Pre-Con requirements in the packet of information sent to the Contractor. [Refer to [Workforce and Small Business Equity Programs](#) for specific information regarding “OCR-Pre-Con Requirements”]

Objectives to be accomplished during the Pre-Con include:

- Identifying key personnel and channels of communication.
- Reviewing the Project Work schedule.
- Sharing the Project Work schedule with Utilities and receiving their information on utility relocations and potential conflicts with their facilities.

- Assuring that the Contractor is aware of Project Work and responsibilities (including safety, quality control and documentation, Workforce and Small Business Equity Programs, surveying, environmental and permit regulations and requirements, etc.).
- Informing the Contractor of procedures for consent to subcontracts, progress payments, Change Orders, and adjustments of Contract Time.
- Identifying known problem areas, identifying procedures to resolve those potential problems, and establishing a process to resolve future problems in a timely fashion.

The PM must ensure that the Pre-Con is an effective meeting. For complex projects, it can be more effective to break down the Pre-Con into a series of meetings related to specific disciplines and/or subjects. For example, separate meetings may be held to discuss the following topics:

- Review of initial Project Work schedule.
- Utilities.
- Quality control and quality documentation.
- Retainage and Release of Retainage (see 00195.50).
- Payments to Contractors.
- Contractor surveying.
- Environmental and regulatory requirements.
- Subcontracting, reports (MEURS, Subcontractor Paid Summary, etc), and Workforce and Small Business Equity Programs (EEO, DBE, OJT).
- Labor compliance, payrolls, and wage determinations.

The above meetings are in addition to the general topics at the Pre-Con. Pre-work meetings may also be required before starting critical phases of a Project (such as major changes in traffic stages, HMAC paving, PCC paving, and steel fabrication).

If the PM and the Contractor are familiar with Agency requirements, the PM may agree to exchange a memo reminding the Contractor of some of the requirements rather than spending significant time on them at the meeting(s). [See Exhibit 11(B)].

Persons who should attend a Pre-Con include:

- Key personnel from the Contractor and its Subcontractors.
- PM, Assistant PM, Inspectors, QCCS, Contract Administration Specialist or/and office personnel responsible for processing documentation and payment.
- Region Environmental Coordinator.
- Office of Civil Rights representative.
- ODOT Local Agency Liaison (LAL, for local public agency Projects).

- FHWA (for Full Federal Oversight Projects).
- Affected Utility and Railroad representatives.
- Professional of Record (POR) and other design personnel.
- Public Information Officer.
- Labor Compliance Officer.
- Other appropriate personnel (Maintenance, other local government representatives, etc.).

The PM must record the audio of the meeting(s), as well as provide a written summary to the attendees of the meeting detailing pertinent points, agreements, and assignments given to personnel. Assure that the recording has good audio quality.

The PM must have an agenda for the Pre-Con and each smaller meeting, with a copy given to each attendee. [See Exhibit 11(C)] Topics addressed at the Pre-Con or other meeting(s) include:

- Identification of key personnel, channels of communication, and signature authority for Contract Change Orders.
- Project Work schedule (prepared, submitted, and updated by the Contractor).
- Utility involvement, relocation, and potential impacts, including the relation to the Contractor's schedule.
- Safety. The Agency has a standard questionnaire which the PM may require the Contractor to complete and submit at or before the Pre-Con. [[Refer to Chapter 17 – Safety](#)]
- Temporary Protection and Direction of Traffic. The Contractor must submit a Traffic Control Plan (see Section 00225).
- Erosion and Sediment Control Plan (see Section 00280).
- Pollution Control Plan (see 00290.30).
- Tourist-oriented directional (TOD) and business logo signs sketch map and protection plan (see 00225.05).
- Freight Mobility.
- Labor provisions and payrolls. The Contract Administration Unit's Labor Compliance Officer can assist with these elements for projects that have newer Contractors, consultants/Local Agencies not familiar with ODOT requirements, or multi-region (location) projects that are more difficult to establish project mid-point (or to determine appropriate prevailing wage rates).
- Workforce and Small Business Equity Programs (e.g. DBE, OJT/Apprenticeships, EEO).
- Quality control. Identify Material Sources. Identify manufactured products that will need inspection and identify the inspection processes.

- Material conformance documents (certifications, etc.). The Contractor is responsible for determining what is needed; however, assistance is available from the Project Manager or Contract Administration Unit.
- Process for submittal and review of Working Drawings and other submittals requiring review by the Agency.
- Contractor surveying.
- Progress payments, quantity measurements, and lump sum breakdowns.
- Procedure for measuring weight (tare weights, load summaries, check weights, etc.).
- Recording of Contract Time and Requests for Adjustment of Contract Time.
- First, Second, and Third Notifications, especially if the Contractor (or a Consultant or Local Agency on its Project) is not familiar with them.
- Pertinent Special Provisions for the Project.
- Known problem areas. Define the process to resolve these potential issues as well as a process for working through future problems.
- Disagreements, Disputes, and Claims. Discuss the required notice and the process for resolving disagreements and the timelines specified in the Contract.

The Contractor and PM should schedule a regular time to meet (preferably weekly). Items to be addressed at these meetings include:

- Review of past Work progress, events, and impacts to the Project schedule.
- Review of Contractors “look ahead” schedule.
- Information or work needed to allow progress on the job.
- Outstanding issues.
- Lines of communication.
- Showing appreciation for accomplishments by either party.

Also remember to have pre-work meetings for critical construction processes including, but not limited to, surveying, Aggregate production, paving, and Bridge deck placement.

11-3 TOURIST-ORIENTED DIRECTIONAL (TOD) AND BUSINESS LOGO SIGNS

As specified in 00225.05, the Contractor is required to submit one copy of a sketch map of the Project showing all existing tourist-oriented directional (TOD) and business logo signs as well as a written narrative describing how these signs will be kept in service and protected throughout all the construction phases.

(a) Tourist-Oriented Directional (TOD) Signs - TOD signs display the names of qualified tourist-oriented businesses or activities, or qualified historical or cultural features, together with directional information. The TOD signs are used by the traveling

public and include places such as parks, golf courses, hospitals, historic or scenic sites, vineyards, beaches, lighthouses, wildlife parks or areas, and flower fields. TOD signs are usually blue or brown, but may be other colors. Additional information on TOD and business logo signs (along with photo examples) can be found on the Oregon Travel Information Council website at:

<http://ortravelexperience.com/for-businesses/sign-programs/>.

(b) Interstate Business Logo Signs - Interstate business logo signs consist of a large blue sign panel with individual business logo plaques mounted on the panel. Interstate signs have legends, or titles, for five different types of services: Gas, Food, Lodging, Camping and Attractions. As the name implies, these signs are located on interstate highways and expressways at exits where the businesses are located.

(c) Off-Interstate Business Logo Signs - Off-interstate business logo signs consist of individual business logo plaques mounted on a large blue panel. Off-interstate sign panels have legends or titles for four different types of services: Gas, Food, Lodging and Camping.

Private business signs are NOT considered business logo signs and do not need to be included in the submittal. If you are not sure whether the sign is a TOD or business logo sign, include it in the submittal.

Contractor Submittals

The instructions for processing the TOD and business logo map and narrative is based on submittal of one copy of each by the Contractor. The PM should retain any hard copies of the Contractor-submitted map and narrative in the Project files.

There are three different submittal scenarios for the sketch map and narrative:

1. No TOD or business logo signs within the Project limits: the Contractor will submit one copy of the narrative stating that there are “no existing TOD or business logo signs within the Project limits”.
2. TOD or business logo signs within the Project limits, but not impacted in any way: the Contractor will provide one copy of a sketch map showing the location of all TOD or business logo signs (including direction and mile point) and one copy of the narrative stating “the signs will not be impacted by construction activities”.
3. TOD or business logo signs that will be impacted by construction activities: the Contractor will provide one copy of the sketch map showing the location of all TOD or business logo signs (including direction and mile point) and one copy of the narrative detailing how the signs will be kept in service throughout the life of the Contract.

The Contractor must submit the TOD or business logo sign information five days prior to the Pre-Con. The PM will electronically forward the submittals via email to the Contract Administration Unit (CAU) mailbox at: ODOTContractSvcs@odot.state.or.us. The CAU will forward the submittal electronically to Oregon Travel Experience.

The PM will assess liquidated damages in the amount of \$200 per day for each sign out of service for more than five Calendar Days, as specified in 00170.82(c), should the Contractor fail to protect and maintain each sign.

11-4 *PROJECT WORK SCHEDULE

The Contract requires that the Contractor prepare and submit its Project Work schedule to the PM for review 10 Calendar Days prior to the Pre-Con (see 00180.41). One of the three types of schedules described below will normally be identified in the Special Provisions. The three schedule types are:

1. **Type “A”**: A simple, time-scaled bar chart and narrative specified on simple Projects and only updated when the current schedule no longer represents the progress of Project Work or if significant Work has been added to the Project.
2. **Type “B”**: A time-scaled critical path bar chart for Project Work that requires monthly progress reports usually specified on more complex, linear Projects.
3. **Type “C”**: A time-scaled critical path schedule requiring monthly updates and progress reports usually specified on complex Projects where several Work paths exist. (The Contractor may submit a critical path method logic diagram with a time scaled bar chart instead.)

During the Project the Contractor is also required to submit a supplemental “look ahead” Project Work schedule each week to the PM, which shall:

- Identify the sequencing of activities and time required for prosecution of the Work.
- Provide for orderly, timely, and efficient prosecution of the Work.
- Contain sufficient detail to enable both the Contractor and the PM to plan, coordinate, analyze, document, and control their respective Contract responsibilities.

The Contractor is responsible for the following tasks regarding the Project Work schedule (as specified in 00180.41):

- Submitting the Project Work schedule specified in the Special Provisions to the PM before the Pre-Con.

*** All marked text updated October 2013**

- Updating (and/or providing progress reports for) the Project Work schedule monthly for Type “B” and “C” schedules, or as needed for Type “A” schedules.
- Submitting with each update a narrative that describes changes to the schedule, any problems or issues that may affect the schedule (such as impacts causing delays), and the reasons why scheduled Work is not being accomplished.

The PM uses the Project Work schedule to:

- Plan the work of the Project office.
- Assure that the Contractor understands the limitations imposed on its Work by Contract or local ordinances.
- Assure that Work is proceeding on schedule.
- Communicate the Contractor’s schedule and planned completion date to the local residents, businesses, and media through Region/Bridge Delivery Unit (BDU) Public Information Coordinator.
- Analyze possible delays to the Project Work.
- Review each schedule update to be aware of changes, potential delays, and upcoming Work. This will assist the PM in determining if any action should be initiated. (The CAE can provide training and assistance in understanding, reviewing, and analyzing the Project schedule, changes, and impacts to the Project Work schedule if needed.)
- Determine if Work should not start (should the initial schedule not be submitted) or if withholding the progress payment is necessary (should the Contractor fail to submit the schedule update as required).
- Review the schedule to assure it shows all Work will be accomplished within the Contract Time requirements, does not violate any of the Contract restrictions, and depicts realistic performance of the Work.
- Look for errors or oversights in the logic for the Project Work schedule. Address any concerns with the Contractor.

For non-compliance the PM should consider suspending Work or withholding payment if the Contractor fails to provide the required schedule, updates, as stated in 00180.50(h).

The PM must address the issue of Project Schedule when completing the required Prime Contractor Performance Evaluation. [Refer to [Chapter 34 - Contractor Performance Evaluation](#)]

11-5 *TRAFFIC CONTROL PLAN (TCP)

The Contractor must submit a written TCP showing all Traffic Control Measures (TCM) and quantities of Traffic Control Devices (TCD) for approval five days prior to the Pre-Con (in accordance with 00225.05). If the Contractor does not use the Agency TCP, it must provide stamped working drawings (see 00150.35). The PM must approve any proposed changes to the TCP.

If the TCP does not provide the desired results, the Contractor must propose changes to the TCP to adequately handle traffic. All changes must be submitted in writing and approved by the PM.

The PM will evaluate how well the Contractor complied with the TCP when completing the required Contractor Performance Evaluation. [Refer to [Chapter 34 - Contractor Performance Evaluation](#)]

11-6 *EROSION AND SEDIMENT CONTROL PLAN (ESCP)

The required Erosion and Sediment Control Plan (ESCP) (discussed in 00280.02) establishes the minimum requirements for all Project construction sites and conditions on Agency-controlled lands. The Contractor must submit signed copies of the following elements to the PM no less than 10 Calendar Days prior to the Pre-Con:

- A Contractor-developed “construction” ESCP incorporating the Agency’s ESCP and all proposed modifications to it that fully comply with the NPDES Storm Water Discharge Permit (e.g. 1200-CA). More information can be found at : <http://www.deq.state.or.us/wq/wqpermit/docs/general/npdes1200ca/permit.pdf>.
- A narrative as described in the Storm Water Discharge Permit (1200-CA) and the Agency Erosion Control Manual, which is available online at: http://www.oregon.gov/ODOT/HWY/GEOENVIRONMENTAL/docs/Erosion_Control_Manual_nav.pdf.
- Implementation schedules for the ESCP based on each phase of the Contractor’s construction schedule.

An Agency-developed ESCP is typically furnished as part of the Contract Plan set, which helps fulfill part of the ESCP requirements of the permit. This initial ESCP, when adopted by the Contractor, may be used as the basis of the construction ESCP.

The PM must approve the ESCP before the Contractor may commence any site activities that have potential to cause erosion or sediment movement. The Contractor

* All marked text updated October 2013

must keep a copy of the approved ESCP with any updated changes on-site during all construction activities.

If the ESCP is not providing the desired results, the Contractor is responsible for making needed changes to the ESCP to adequately control erosion and sedimentation.

Payment to the Contractor for developing, revising monitoring, inspecting, and documenting the ESCP will be included in the lump sum bid item "Erosion Control." The Contractor is paid for this bid item according to the lump sum breakdown specified in 00280.90, unless modified by the Project Special Provisions.

When completing the required Prime Contractor Performance Evaluation, the PM must address compliance with permit requirements. This includes elements of the ESCP. [Refer to [Chapter 34 - Contractor Performance Evaluation](#)]

11-7 POLLUTION CONTROL PLAN (PCP)

The required Pollution Control Plan (PCP) is discussed in 00290.30(b).

The Contractor must prepare and submit a PCP relevant to its operations for Agency approval 10 Calendar Days before the Pre-Con. The Contractor may prepare the PCP on the template supplied by the PM, or may prepare the PCP in its own format, as long as all required information in 00290.30(b) is included. The PM should contact the ODOT Geo-Environmental Section to obtain the latest version of the PCP template:

http://www.oregon.gov/ODOT/HWY/GEOENVIRONMENTAL/contact_us.shtml.

The PM must review and approve the PCP before the Contractor may commence Work.

If the PCP is not achieving the desired results, or it no longer accommodates actual or planned situations at the Project Site, the Contractor must modify its PCP to adequately prevent pollution.

When the PCP is included in the Contract as a bid item, specific percentages of the lump sum quantity are paid at different milestones throughout the life of the Project, as defined in 00290.90, unless modified in the Project Special Provisions.

When completing the required Prime Contractor Performance Evaluation, the PM must address compliance with permit requirements. This would include elements of the PCP. [Refer to [Chapter 34 - Contractor Performance Evaluation](#)]

11-8 *MIGRATORY BIRD TREATY ACT

The Migratory Bird Treaty Act compliance is discussed in 00290.36(a).

If required by Special Provision, the Contractor must prepare and submit a migratory bird protection plan for review and Agency approval 10 Calendar Days before the Pre-Con. The Contractor may prepare the migratory bird protection plan in its own format, as long as all required information in Special Provision 00290.36(c) is included.

The PM should contact the Project Biologist or Regional Environmental Coordinator if they have any questions.

The PM must review and approve the migratory bird protection plan before the Contractor may commence Work.

* All marked text updated October 2013

OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL



Cooperative Arrangement Request

For more information regarding the Cooperative Arrangement, refer to the 2008 Oregon Standard Specifications for Highway Construction, Volume 1 (General Conditions), subsection 00150.05 ([click here to link](#)).

- I do want to enter into a Cooperative Arrangement for the following project.
- I do NOT want to enter into a Cooperative Arrangement for the following project.

Section _____ Contract Number _____

Prime Contractor _____

Name _____ Date _____

Position _____

Signature (if not submitted by e-mail) _____

E-mail _____ Phone Number _____

If you have additional questions, please contact Lori Butler, ODOT Construction Section, at (503) 986-3007. Please return this form by fax to Lori at (503) 986-3096. You may also access this form electronically at our [Construction Forms webpage](#). The electronic version will allow you to submit the form electronically.

You may also mail it to her at:

Oregon Department of Transportation
Construction Section
Attention: Lori Butler
800 Airport Road SE
Salem, OR 97301

For ODOT Use Only

Date Received	Date Processed	Project Manager	Partnering Selected	Date Workshop Held
			<input type="radio"/> Yes (formal) <input type="radio"/> Yes (informal)	

OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL



Oregon

John A. Kitzhaber, MD, Governor

Department of Transportation
Construction Section

Contract Administration Unit
800 Airport Road
Salem, Oregon 97301
Phone: (503) 986-3800
Fax: (503) 986-4378

November 7, 2013

Prime Construction Company
123 Business Street
Centerville, OR 99999

RE: Project: *CONSTRUCTION MANUAL EXAMPLE*
Main Highway
Contract No. C12345
PRECONSTRUCTION CONFERENCE

In order to make the best use of time at the Preconstruction Conference for the subject project, which is scheduled to be held on November 13, 2013, the following items will be addressed in this letter.

This is a Federal-Aid project. The required Contract provisions for Federal-Aid construction contracts are included within the Special Provisions. Weekly certified payrolls must be submitted by the Prime Contractor and their Subcontractors. This will be one of the items tracked, and pay estimates may be withheld if payrolls are delinquent.

The On-Site workforce Equal Employment Program (EEO), On-the-Job-Training/Apprenticeship (OJT) and Disadvantaged Business Enterprise (DBE) Goal requirements will be addressed in a separate letter attached.

Prime Construction Company's own organization shall perform not less than 30% of the Contract Work as awarded. Request for subcontract consent must be received, and approved by the Project Manager prior to the beginning of work by the Subcontractor.

All Contract work is to be completed on or before December 11, 2014. A notice of any delay, regardless of cause or fault that will delay project completion must be submitted within seven (7) Calendar Days of when the delay is known or should have been known.

The Standard Specifications Section 00180.80 provide for adjustment of Contract Time under certain restrictive conditions. Please submit requests for an adjustment of Contract Time as soon as possible after a delay, but no later than 45 Calendar Days after Second Notification is issued. A Contractor's Request for Adjustment of Contract Time (Form 734-3320), Consent of Surety (for requests over 30 Calendar Days), and supporting information must be submitted explaining the cause of each delay and the amount of Contract Time requested.

The process for resolving disagreements and claims is contained in Section 00199. The process consists of three (3) steps, each of which is mandatory in the sequence:

**OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL**

- STEP 1: Discuss disagreements or disputes with the Project Manager and attempt to resolve them. If resolution is not achieved, move to step 2.
- STEP 2: Give notice of protest of the Project Manager's decisions before starting or continuing the Work under dispute. Follow this notice promptly with a detailed written notice of protest. The Project Manager will review the notice and respond to all properly filed protests. If resolution is not achieved at step 2, move to step 3.
- STEP 3: A claim is filed. (*Refer to Section 00199.30*).

The intent is to resolve any disagreements early, and at the lowest administrative level possible. For those disagreements that become claims, sufficient supporting data is required to enable a third party to fairly judge the merits of the claim.

Notify this office as soon as possible of all proposed Materials Sources, including steel or other fabricators. The Agency must verify that a source is qualified for use and assure inspection of fabricated items. Questions involving field-tested Aggregates, concrete, and asphalt for this project should be directed to Rocky Little, Quality Control Compliance Specialist, at (503) 986-1234.

Material certifications and Certificates of Material Origin forms are required to be submitted prior to incorporation of the Materials into the project. This office maintains a program of strict compliance with the Non-Field Tested Materials Acceptance Guide. This guide specifies the acceptance documents to be furnished by the Contractor for Materials not subject to field testing. Please contact Dottie Small, Quality/Quantity Coordinator at (503) 986-2345, if you have any questions regarding material compliance requirements.

The pay period for this project ends on the last day of each month. Weekly certified payrolls for Prime Construction Company and all Subcontractors, along with updated monthly project schedules, must be received in this office no later than the last day of each month, or the pay estimate may be withheld. If you wish to receive a copy of your pay estimate, please notify the project Inspector and one will be provided to you.

Requests for Materials on Hand (MOH) must be submitted to this office at least five (5) Calendar Days prior to the pay period cutoff date as required by 00195.60(a)(1). Requests received late will not be processed until the following month. The MOH request must include all required Material documentation, certifications, and the Certificate of Materials Origin form (if required). Verification of payment to Materials suppliers is required to be submitted within 30 Calendar Days of the progress payment on which the advance was made. If proof of payment is not provided, the advanced monies will be deducted from the next progress pay estimate.

Prime Construction Company is required to submit the following documents and plans **prior** to the Preconstruction Conference:

- Project Work Schedule (*per 00180.41(a)(1)*) – 10 Calendar Days prior
- Erosion and Sediment Control Plan (*per Section 00280*) - 10 Calendar Days prior
- Pollution Control Plan (*per 00290.30*) - 10 Calendar Days prior
- Traffic Control Plan (*per 00225.05*) – Five (5) Calendar Days prior

**OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL**

The following information is required to be submitted by Prime Construction Company at the Preconstruction Conference:

- A completed Safety Questionnaire (attached)
- Lump Sum Breakdown for all lump sum bid items
- Training Program (Form 731-0335)
- DBE Workplan Proposals (Form 734-2165A)
- List of Material Sources

Prime Construction Company is required to submit the following documents **after** the Preconstruction Conference:

- Steel Escalation/De-Escalation Participation Notice – Seven (7) Calendar Days after

If you have any questions regarding this information, please feel free to contact me.

Regards,

Rhoda Head
ODOT Project Manager
OCR Pre-Con Requirements
Enclosures

PRECONSTRUCTION CONFERENCE AGENDA

Project: CONSTRUCTION MANUAL EXAMPLE
Contract No. 12345
November 12, 2013

This meeting is being recorded

I. INTRODUCTIONS

- A. Prime Contractor: Prime Construction Company
123 Business Street
Centerville, OR 99999

Project Superintendent: _____
Office Phone: _____
FAX Number: _____
Cell Phone: _____
Pager: _____

- B. Oregon Department of Transportation
Rhoda Head, ODOT Project Manager
2001 ODOT Way, Building B
Salem, OR 99999

Office Phone: (503) 986-3456
FAX Number: (503) 986-4567

Key ODOT Staff Assigned to This Project:

Name	Phone	Cell
Rhoda Head, PM	(503) 986-0123	(503) 986-0234
Rod Lenker, Asst PM	(503) 986-0345	(503) 931-0245
Phil Dirt, Inspector	(503) 986-8273	(503) 971-0823
Dee Tour, Inspector	(503) 986-3827	(503) 430-0497
Rocky Little, Materials Coord.	(503) 986-1234	N/A
Dottie Small, Quality/Quantity	(503) 986-2345	N/A

II. UTILITIES

- A. Review Utility requirements in Section 00150.50.
B. Review Contractor's schedule.

III. LABOR COMPLIANCE

- A. Labor Compliance
 - 1. Davis-Bacon or BOLI Prevailing Wage Rates
 - 2. Condition for payment

IV. CIVIL RIGHTS PROGRAMS

- A. DBE / EEO
 - 1. DBE WorkPlan Proposals
 - 2. DBE Subcontract requirements

- B. On-The-Job Training (OJT) / Apprenticeship
 - 1. Assigned Goal of 9%
 - 2. Training Programs submitted

- C. Subcontracting

V. SAFETY

- A. Project Manager's role in monitoring the safety of the Contractor's operations.

- B. Discussion of specific safety requirements.

- C. Temporary protection and direction of traffic.
 - 1. Traffic Control Plan
 - 2. Lane Restrictions per Section 00220.40:
 - All lanes open MP 26.64 – 30.4 from 3:30 pm – 6:00 pm Monday to Thursday during the month of August
 - All lanes open 12:00 noon Friday – 12:00 midnight Sunday
 - All lanes open 12:00 noon on the day preceding legal holidays or holiday weekends to 12:00 midnight on legal holidays, or the last day of holiday weekends
 - All lanes open 12:00 noon on Friday, July 10, 2013 to 12:00 midnight on Sunday, July 12, 2013 for the Sports Holiday and Sugar Town Rodeo
 - All lanes open 12:00 noon on Thursday, August 6, 2012 to 12:00 midnight on Sunday, August 9, 2013 for the Annual Oregon Jamboree
 - Liquidated damages of \$400/10 minutes

 - 3. City street closures are subject to City approval
 - 4. Bikeways are to remain clean and clear per 00220.60(a-1)
 - 5. On-street parking requires a 21-day notice to City and 2-day notice to businesses

- D. Safety Questionnaire

VI. QUALITY ASSURANCE

- A. Certifications required prior to materials installation
- B. Certificate of Materials Origin (Buy America requirements)
- C. Quality / Quantity sheets
- D. Lump sum breakdowns
- E. Field-tested items to be coordinated with Rocky Little, QCCS
- F. QC/QA Project
- G. QA Preconstruction Conference to be held separately
- H. Certifications for all labs, equipment, technicians, nuclear gauges (must be calibrated on Region blocks)
- I. List of Material Sources

VII. PROSECUTION AND PROGRESS

- A. Subsection 00150.65 – Construction information group
- B. Downtown work restrictions – All work to be performed at night 6:00 pm – 6:00 am
- C. Project Work Schedule – condition for payment
 - 1. Contract Completion Dates:
 - (a). August 28, 2013 for all Work except for AC wearing course, permanent striping and permanent traffic signals. Liquidated damages = \$1000/day
 - (b) September 30, 2013 for all Work, including traffic loops, but not permanent traffic signals. Liquidated damages = \$1000/day
 - (c) December 11, 2013 for all Contract Work. Liquidated Damages = \$1300/day
- D. Erosion Control Plan
- E. Pollution Control Plan
- F. Progress Payments
 - 1. Cut-off date = last day of each month
 - 2. MOH requests due by 25th of each month
- G. Bid item review