



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

GOVERNOR

SECRETARY

September 3, 2020

Contract No.:
WBS Element:
County:
Description: (Project Description)

Mr. I. B. Contractor
Anywhere Construction Company
P.O. Box 123
Anytown, North Carolina 21111

SUBJECT: *Pre-Construction Conference Minutes*

A pre-construction conference was held Thursday, August 27, 2020 for the above referenced project. The following persons were in attendance:

(SAMPLE TYPICAL LIST OF ATTENDEES BY POSITION)

<u>NAME</u>	<u>COMPANY/AGENCY</u>
Resident Engineer	NCDOT
Division Construction Engineer	NCDOT
Asst. Resident Engineer	NCDOT
Lead Project Inspector	NCDOT
Project Inspector	NCDOT
Division QA Lab Supervisor	NCDOT
Project Manager	Contractor
Project Engineer	Contractor
Project Superintendent	Contractor
Subcontractor Representative(s)	Subcontractor(s)

General Items:

Progress Schedule: Contractor submitted and discussed his proposed progress schedule. The Contractor is planning to begin work on the project September 14, 2020 on Map 5. The Resident Engineer noted the scheduled completion date of

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
RESIDENT ENGINEER'S OFFICE
MAIL SERVICE CENTER 1234
ANYTOWN, NC 27777-1234

Telephone 919-555-2525
Fax: 919-555-2425
Customer Service: 1-877-368-4968

Location:
111 DISTRICT DRIVE
ANYTOWN, NC 27777

Website: www.ncdot.gov

November 12, 2020 compared to the Contract Completion Date of November 17, 2006. The Contractor indicated that once crews were mobilized to this project, they would not be pulled from the project to complete work elsewhere. The Contractor noted that he did not see any foreseeable problems in meeting the contract completion date, including the observation period.

Letter Authorizing SA's: The Contractor indicated that the Project Manager and Project Engineer would have the authority to sign supplemental agreements. He provided a letter to the Resident Engineer indicating these authorities.

Subcontract Requests: The Contractor's Project Engineer submitted three Requests for Subcontracts. These include W. E. Truckers, ADJ Manholes and Valves, Inc. and EMR Milling Company.

The Resident Engineer noted that W. E. Truckers and ADJ Manholes and Valves, Inc. were DBE/MBE/WBE firms. He reminded the Contractor of the Project Special Provisions regarding the use and reporting of DBE/MBE/WBE firms on the project.

The Contractor also indicated that an additional Request for Subcontract would be submitted for ABC Pavement Markings, Inc.

Material Suppliers: The Contractor provided a list of material suppliers for the project, including Rocks Quarry in Hometown. I19.0 will be delivered from Prime Construction's plant in Anytown and S9.5 will be delivered from the Hometown plant. The Resident Engineer reminded the Contractor of the need to have the job mix formulas submitted and approved prior to beginning work. The Contractor noted that the job mix formulas were submitted for approval on August 31, 2020.

Monthly Estimate End Date: Last day of the month

Density Control: Nuclear

The Resident Engineer for this project is Mr. I. M. Engineer. All correspondence should be directed to the office as follows:

Mr. I. M. Engineer, PE
Resident Engineer
N. C. Department of Transportation
Division of Highways
111 District Drive
Anytown, North Carolina 27777

Representing the Department as **Project Engineer** will be (ASST. RESIDENT ENGINEER).
The **Project Inspector** will be Mr. Bill Gadget.

For the Contractor, the **Project Engineer** will be Mark Contractor. The **Project Superintendent** will be James Smith. The **Traffic Control Coordinator** will be Bud Jones.

Project Schedule/Contractor Schedule:

Date of Availability: September 7, 2020
Completion Date: November 17, 2020

Contractor's Plan of Operation/Start Date:

The Contractor's approximate start date will be September 14, 2020.

The Contractor will begin on Map 5 and work the maps down chronologically.

Contract/Plan Review:

Liquidated Damages for this contract are \$500.00 per day.

Liquidated Damages for Intermediate Contract Time Number 1 is \$1,000.00 per hour.

The bridge on Map 4 is posted at 33 tons.

There is a 14-day observation period before final acceptance. This period will be considered part of the work required to be completed by the final completion date.

Traffic Services will review and record existing pavement markings and markers prior to resurfacing.

Contact John Stewart at the Hazard County Maintenance Yard to schedule pick-up of the signs that are Department furnished. "Unmarked Pavement" Signs need to be removed after striping.

Striping the edge lines and symbols will have to be done within 30 calendar days after they have been obliterated by the resurfacing operation. The centerline must be placed within 3 days after being obliterated.

General Comments:

Prime Construction will use a nearby farm site for borrow material to be used in shoulder construction. They will submit a borrow/waste reclamation plan to the Resident Engineer's Office for review and approval.

I19.0 will be delivered from Prime Construction's plant in Anytown and S9.5 will be delivered from the Hometown plant.

Incidental milling will be required on Map 3.

Skip 500' from the beginning of Map 3 and in front of the fire station.

Contractor will only need to mill halfway into the radius on NC 77.

The Resident Engineer's office will provide more direction on a transition rate to tie down with bridge on Map 4. It was later determined that a full depth pavement structure will be needed on either side of the bridge, for which the Department will provide further direction to the Contractor.

Prime Construction will provide a leveling price to be used as needed and to level the widening which Hazard County Maintenance has already completed.

Some patching will probably still be required. The Department will mark this.

The Contractor will need to safe up the shoulders if the drop off is more than 2".

The Assistant Resident Engineer will check with the Department's Roadside Environmental Section about spraying the encroaching grass along the shoulders.

These minutes are prepared as they are documented. Any discrepancies with the content of these minutes should be submitted in writing to this office. Failure to do so will be an indication of agreement.

Sincerely,

I. M. Engineer, P. E.
Resident Engineer

IME

cc: Division Engineer
Meeting Attendees
File