

**PRE-CONSTRUCTION CONFERENCE**

As soon as possible after the project has been awarded, the Engineer should arrange a conference with the Contractor and all other interested parties to review contract requirements, construction details, work schedules, and any items peculiar to the project. Prior to this meeting the Engineer, all key Inspectors, and the Survey Chief should study the plans and become familiar with the project site to be well informed as to the requirements and existing conditions.

**Participants**

The following is a recommended list of attendees:

1. Project Engineer, Resident Engineer and District Staff Engineers as needed.
2. Contractor, Subcontractors, and their Superintendents and Foremen.
3. District Construction Office person.
4. Chief Inspectors and Survey personnel who have been or will be assigned to the project.
5. Engineers from the Federal Highway Administration (if project is FFO).
6. Engineers or representatives from the Mn/DOT Central Office as needed to clarify administrative or technical matters.
7. Engineers or representatives of other governmental units or agencies.
8. Representatives of any utility companies having property within or immediately adjacent to the project limits.
9. Enforcement or Traffic Control Officers.
10. District Safety Administrator
11. Office of Civil Rights – Contract Compliance Specialist and DBE Specialist

**Minutes of the Meeting**

The Engineer is responsible for the conference agenda, conducting the discussions, and ensuring minutes of the meeting are completed and distributed to all attendees.

**Agenda**

Subjects that should be addressed at the conference include the following:

- 1. Contractor's Operation**
  - a. proposed sequence
  - b. potential problems
  - c. required progress schedule<sup>1</sup>
  - d. special features
  - e. coordination with Utility Companies

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<sup>1</sup> MN/DOT Standard Specifications for Construction, 2005 Edition, Section 1801.1

2. **Haul Roads<sup>2</sup>**
  - a. identification
  - b. duration
  
3. **Subcontractor(s)**
  - a. Request to Sublet forms<sup>3</sup>
  - b. work proposed for each
  
4. **Key Personnel**
  - a. Mn/DOT
    - (1) Project Engineer<sup>4</sup>
    - (2) Chief Inspector<sup>5</sup>
    - (3) Chief Surveyor
    - (4) Quality Assurance Auditor
  
  - b. Contractor
    - (1) Superintendent<sup>6</sup>
    - (2) Authorized representatives for signatures
    - (3) Certification of personnel
  
5. **Materials**
  - a. Company name<sup>7</sup>
  - b. Where materials are located for inspection
  - c. Payment for material on-hand<sup>8</sup>
  
6. **Field Office/Labs<sup>9</sup>**
  - a. Determine location of lab
  - b. When will lab be established and removed
  - c. Additional equipment
  
7. **Traffic Control<sup>10</sup>**

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<sup>2</sup> MN/DOT Standard Specifications for Construction, 2005 Edition, Sections 1515 and 2051

<sup>3</sup> MN/DOT Standard Specifications for Construction, 2005 Edition, Section 1801 and Contract Administration Manual section 5-591.360

<sup>4</sup> MN/DOT Standard Specifications for Construction, 2005 Edition, Section 1509

<sup>5</sup> MN/DOT Standard Specifications for Construction, 2005 Edition, Section 1510

<sup>6</sup> MN/DOT Standard Specifications for Construction, 2005 Edition, Section 1506

<sup>7</sup> MN/DOT Standard Specifications for Construction, 2005 Edition, Section 1601

<sup>8</sup> MN/DOT Standard Specifications for Construction, 2005 Edition, Section 1906 and Contract Administration Manual section 5-591.370

<sup>9</sup> MN/DOT Standard Specifications for Construction, 2005 Edition, Section 2031 and Special Provisions

<sup>10</sup> Minnesota Manual on Uniform Traffic Control Devices ([MUTCD](#)), MN/DOT Standard Specification, 2005 Edition, Section 1710, and [Temporary Traffic Control Zone Layouts Field Manual 2007](#)

- a. Highlight specific traffic control issues
- b. Certified traffic control supervisor
- c. Use of extraordinary enforcement

**8. Permits<sup>11</sup>**

- a. Mn/DOT
  - 1. Use of State Waters
    - (a) DNR
    - (b) Wetland Conservation Act (WCA)
    - (c) Corps of Engineers
    - (d) Municipality
    - (e) Watershed
  - 2. Erosion Control
    - (a) MPCA
- b. Contractor
  - 1. Use of State Waters
    - (a) DNR
    - (b) MPCA
    - (c) Corps of Engineers
    - (d) Municipality
    - (e) Watershed
  - 2. Sewer and Water Installation
    - (a) Municipality
  - 3. Electrical
    - (a) State Board of Electricity
  - 4. Burning
    - (a) MPCA
    - (b) Municipality

**9. Labor Compliance**

In order to provide enhanced prevailing wage and contract administration instruction to contractors that perform work under construction contracts that are funded in whole or in part with federal and/or state funds, the Mn/DOT Labor Compliance Unit (LCU) has produced a federal-aid, state-aid and federal-only videos that may be utilized by the Department<sup>12</sup> at each Pre-Construction

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<sup>11</sup> MN/DOT Standard Specification for Construction, 2005 Edition, Section 1702

<sup>12</sup> Mn/DOT Standard Specifications for Construction, 2005 Edition, Section 1103

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Conference. The videos are available on-line at:  
<http://www.dot.state.mn.us/const/labor/preconmeeting.html>

The above website also contains the [federal-aid conference agenda](#), [state-aid conference agenda](#) and the [federal-only conference agenda](#) which may be utilized by the Department during the meeting.

In addition to the agenda items, it's recommended that the Department request a list from the prime contractor detailing all material suppliers. This list shall include the location of the supply source, the type of material, company/corporation name and contact person, address, and telephone number.

Once the presentation of the labor compliance information has been completed, the Department should record it in the meeting minutes. The LCU has estimated the presentation time to be 15 minutes.

## Poster Boards

### How to Order Poster Board Materials:

1. Complete a [Poster Board Request Form](#).
2. Mn/DOT personnel should send an email to: [michelle.travers@state.mn.us](mailto:michelle.travers@state.mn.us)

Posters may also be downloaded from: <http://www.dot.state.mn.us/const/labor/posterboards.html>

Questions or comments can be directed to the [LCU](#).

## 10. Office of Civil Rights<sup>13</sup>

- a. Distribute required posters
  - i. "Notice of Nondiscrimination in Employment", Mn/DOT Central Stores TP-017244
  - ii. "Equal Employment Opportunity is the Law", supplied directly to the Contractor by the Minnesota Department of Human Rights when issuing a Certificate of Compliance. Posters may be obtained from: Contract Compliance Unit, Minnesota Department of Human Rights, Army Corps of Engineers Centre, 190 E. 5<sup>th</sup> Street Suite 700, St Paul MN 55101
- b. Form PR-1391
- c. On-The-Job-Trainees (if applicable)
- d. EEO provisions

## 11. Cooperation with Others<sup>14</sup>

- a. Other contractors
- b. Utility companies
- c. Municipalities

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<sup>13</sup> Contract Administration Manual section 5-591.330 and Special Provisions

<sup>14</sup> MN/DOT Standard Specifications for Construction, 2005 Edition, Section 1505

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- d. Law enforcement
- e. General public

## 12. Erosion Control<sup>15</sup>

- a. NPDES if applicable
- b. Reference key parts of erosion control plan
- c. Note any special requirements based on the environmental documents
- d. Erosion Control Supervision

## 13. Safety – utilize the Mn/DOT Pre-construction Meeting Safety Checklist, available at: <http://www.dot.state.mn.us/const/tools/documents/preconstructionsafetychecklist.doc>

- a. Request documentation for A Workplace Accident Injury Reduction (AWAIR) Act program, which requires a written safety and health program.
- b. Review specific safety responsibilities for each of the different levels of Contractor's on-site supervisory personnel.
- c. Obtain the name of the Contractor's safety director and business phone.
- d. Obtain the name of the Contractor's on-site safety coordinator and position.
- e. Obtain the name of the Contractor's workers compensation insurance with address, representative's name and phone number.
- f. Review the Contractor's procedure for handling on-site safety related complaints or issues.
- g. List when and what personal protective equipment will be required by the Contractor for employee safety and health.
- h. List the Contractor's emergency response information for the specific project.
- i. Identify Project specific safety measures that will be taken by the Contractor during the different phases of the project construction, including excavation protective systems, fall protection measures, backing equipment protective measures, and work zone traffic control measures.

See: Specification 1706 "Employee Health and Welfare"  
Specification 1707 "Public Convenience and Safety"  
Specification 1501 "Engineer Authority"  
"Construction Site Safety" portion of this manual

## 14. Others

- a. Vehicle Licensing<sup>16</sup>
- b. Partial Estimate Data<sup>17</sup>
- c. Possible Overruns<sup>18</sup>

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<sup>15</sup> MN/DOT Standard Specifications for Construction, 2005 Edition, Section 1717.2

<sup>16</sup> [Minnesota Statute § 168.09, subd. 1](#)

<sup>17</sup> MN/DOT Standard Specifications for Construction, 2005 Edition, Section 1906

<sup>18</sup> MN/DOT Standard Specifications for Construction, 2005 Edition, Section 1903

- d. Waste Disposal