

Chapter 2 - Project Initiation

1-201 Project Start Up

Once a contract has been awarded:

- It is the responsibility of the project staff to review the item material lists and arrange for deletion of material codes that will not be required. They shall also request addition of item material codes that they determine are necessary. For further responsibilities of project staff related to the maintenance of item material lists, refer to Volume 1 Chapter 4 Section 1-405A-1. Note: If changes to the initial testing assessment are necessary, the Inspector will notify the Project Engineer and the Division of Material Testing.
- SiteManager staff review the uploaded data in SiteManager for accuracy prior to making a project active. If the contract contains more than one category, the site manager staff will discuss with the project engineer and supervising engineer (SE) the need to keep the multiple categories. The SE will determine if the SiteManager staff should process an administrative construction order to combine Categories with like federal funding.
- Once the field office phone number(s) is known, this information must be transmitted to the SiteManager staff who will then notify Information Systems and request data line hookup.
- The Project Engineer and/or Chief Inspector should contact the design project manager to discuss important project issues, especially the early phase work. Examples would be: right of way issues, utility issues, permit requirements and any special design features. The outcome of the dialog with the designer could have tentative suggestions for the preconstruction meeting.

1-202 Preconstruction Meetings

A preconstruction meeting with the Contractor must be held for all Contracts awarded. The purposes of the meeting are:

- To review the Contract, especially job-specific special provisions.
- To discuss Project features, particularly those that may present problems.
- To discuss Environmental Permits and concerns.
- To discuss the potential problems of water pollution and soil erosion.
- To review the Contractor's proposed progress schedule.
- To review the methods of handling traffic.
- To review sampling and testing requirements for materials to be used throughout the construction process.
- To address any of the Contractor's questions concerning the plans and the Contract. Any problems that cannot be resolved at this meeting will be reviewed with the District office, and the final determination will be transmitted to all concerned, and if feasible, incorporated in the written report of the meeting.

- To review the areas where approval of working plans or shop drawings is required before segments of work commence.
- To discuss Contract requirements for Equal Employment Opportunity (EEO), Affirmative Action, prevailing wages, On-the-Job Training (OJT) and Disadvantaged Business Enterprise (DBE) or Small Business Enterprise (SBE) Contract goals.
- To discuss the subcontracting requirements. (Refer to Volume 1, Chapter 12 “Civil Rights” for more information.) In addition, on Site Manager Contracts, a copy of the Site Manager “Contract Line Item & Category Report” is provided to the Contractor. This list is to be used by the Contractor to clearly break-out sub-contractor’s assignments by project number, item code and line item when submitting requests to sub-contract.

The preconstruction meeting should be attended by the Assistant District Engineer (or their designee), Project Engineer, Chief Inspector, Surveys and representatives of Maintenance, Environmental Planning, Materials Testing, Design and other Department units, when required, as well as by the Contractors, Town officials, area legislators, utilities representatives and others. See Figure 1-2.2 for the list of potential invitees. Projects may vary in scope and additional units or agencies may need to be invited. On federal-aid projects, the participating agency(s), (Federal Highway Administration, Federal Transit Administration, Federal Railroad Administration, or Federal Aviation Administration) and the U.S Department of Labor are notified so that a representative may attend.

The District prepares a written report of the matters discussed and decisions made, and a copy is sent to the Contractor, as well as all attendees. Refer to the Approved Forms folder for a Preconstruction Agenda Form.

1-203 EEO Preconstruction Meeting

An EEO preconstruction meeting is held on all construction projects. The meeting, which usually precedes or follows the main preconstruction meeting, is held to review the EEO, Affirmative Action, OJT and DBE (SBE) obligations in the Contract. The following people attend the meeting:

- Chief Inspector,
- District EEO Coordinator,
- Division of Contract Compliance representative,
- US Department of Labor representative, and
- The Contractor's EEO officer.

The following items are reviewed and discussed in detail at this meeting:

- *EEO Segment Questionnaire*. This form is used to document minutes of the EEO preconstruction meeting.
- *Contractor's Information Sheet*, which consists of a package of various EEO-related forms and instruction sheets. This information is reviewed with the Contractor's EEO officer.

When there is an item in the Contract for Training, the requirements for OJT (On the Job Training) must be discussed at the preconstruction meeting. At this meeting it must be emphasized that the Contractor has to submit training outlines and proposed trainees before starting Contract work.

(Note: The Project Engineer must make sure the Contractor submits required training plans to the Division of Contract Compliance or their designated representative.)

The District prepares a written report of the matters discussed and sends a copy to the Contractor and the Division of Contract Compliance.

Refer to Volume 1, Chapter 12 “Civil Rights” for more information.

1-204 Utility Meeting

A utility meeting is held by the District Utility Coordinator or designated representative prior to the start of construction, preferably at the same time as the preconstruction meeting. The District should determine the Contractor's anticipated schedule of operations by location (station or structure), so that the utility work can be coordinated with the Contractor's operation. A report listing any decisions reached is prepared for the file, with a copy to the Contractor and each of the utility companies.

At the utility meeting, arrangements will be made for a field review with the Project Engineer, Chief Inspector, District Utility Coordinator, local tree warden(s), and representatives of the Contractor and utility companies in attendance. This field review must be held before construction is started. Any conflicts between the work to be performed by the Contractor and utility companies are reviewed and resolved at the field review. A field review report listing the findings is prepared and a copy is forwarded to those in attendance.

Refer to Volume 1, Chapter 13 “Utility Coordination and Administration” for more information.

1-205 Notification of Contract Status

As soon as the Contractor begins operations, the Chief Inspector must notify the Project Engineer, who notifies the Office of the Assistant District Engineer. The Inspector records the actual starting date of the Contract on the Daily Work Report (Form CON-134) and construction management computer system.

The Chief Inspector prepares a Contract Status Report, Form CON-100, for the prime Contractor. The form must be prepared and processed within seven days of the order to start, actual start, suspension, resumption, and completion dates. Determination of the actual dates to be entered on the CON-100 must be coordinated with the District Supervisory staff as described elsewhere in the manual. A sample Contract Status Report is shown in Figure 1-2.1.

The report is distributed as follows:

- Construction Division Chief/Finals Section
- FHWA—Div. Adm. (for Federal Contracts not covered by Certificate Acceptance Plan)
- FTA—FTA projects only,
- Fiscal and Special Projects,
- District—internal distribution list as determined by the District, original
- Division Chief of Research & Materials (Completion Only)
- Manager of Inventory & Forecasting
- Manager of Bridge Safety

- Maintenance Administrator
- Manager of Surveys
- DEP Watercourses Unit
- District Maintenance Manager
- Office of Construction – Examiner’s Supervisor
- Rocky Hill Stores

Start and completion dates for utilities must also be sent to:

- the Manager of Fiscal and Special Projects, and
- the Transportation Utilities Engineer.

Notification should be sent to both of the above within seven days of effective completion date so final audits can be performed.

The original of all memorandums regarding project status must be addressed and sent to the Construction Division Chief.

Figure 1-2.1 Contract Status (Form CON-100)

<p>CON-100 (Replaces Con-82 and Con-58)</p> <p>State of Connecticut Department of Transportation Bureau of Engineering and Construction Office of Construction</p>	Contract No. _____ Project No(s). _____ Fed. Aid No(s). _____ Date Con-100 Prepared _____			
CONTRACT STATUS				
Prime Contractor: _____ Town : _____ Full Description including crossroads : _____ _____ Mile Markers : (From) : _____ (To) : _____ Contract Awarded on : _____ Ordered to Start on : _____ Inspector : _____ Job Tel.: _____ Final Maint. Responsibility : _____ Date closed to traffic: _____ Date open to traffic: _____				
Status of Contract (Check One)	Active <input type="checkbox"/>	Suspended <input type="checkbox"/>	Completed <input type="checkbox"/>	Resumed <input type="checkbox"/>
Date				
_____ on _____ District / Asst. District Engineer / Municipal Official				
cc: FHWA –Div. Adm. (for Federal Contracts not covered by Certificate Acceptance Plan) Construction Division Chief / Finals Section Manager of Bridge Safety Manager of Inventory & Forecasting Maintenance Administrator Manager of Surveys District Maintenance Manager FTA - Regional Administrator (FTA Projects only) FAA - Senior Civil Engineer (FAA Projects only) Fiscal / Special Projects Director of Research & Materials (Completion only) Office of Quality Assurance – Examiner’s Supervisor Rocky Hill Stores District Finals Chief CMR / SM Representative Project Engineer – Inspector Contract File				
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Figure 1.2.2 Preconstruction Meeting Invitees

INVITEE (If Applicable)	PRE-CONST	COMMENTS
FHWA – Division Administrator	X	F.A.P. Highway Projects
FRA – Division Administrator	X	F.A.P. Rail Projects
FAA – Division Administrator	X	F.A.P. Airport Projects
U.S. DEPT. OF LABOR – Asst. District Director	X	F.A.P. Projects (CA 16-96)
STATE DESIGN – Engineering Administrator, Manager, Principal Engineer (Highway, Bridge, Facility)	X	cc: Engineering Administrator on all Semi-Final Inspection Reports (CA 25-96)
CONSULTANT DESIGN – Engineering Administrator, Manager, Principal Engineer (Highway, Bridge, Facility)	X	cc: Engineering Administrator on all Semi-Final Inspection Reports (CA 25-96)
PROPERTY AND FACILITIES SERVICES – Director	X	Facilities Construction
OCCUPYING UNIT / AGENCY – Representative	X	Facilities Construction
OFFICE OF CONSTRUCTION – Administrator, Manager, TSE (Facilities)	X	Facilities Construction
TRAFFIC ENGINEERING – Manager	X	
ENVIRONMENTAL PLANNING – Director	X	
CONTRACT COMPLIANCE – Director	X	
OFFICE OF MAINTENANCE – Maintenance Operations Principal Engineer	X	All Projects involving Traffic Signals
MAINTENANCE – District Manager	X	
ELECTRICAL MAINTENANCE	X	
BRIDGE MAINTENANCE	X	
BRIDGE SAFETY	X	Bridges and New Overhead Signs (CA 6-96)
DISTRICT CONSTRUCTION – DE, ADE, PE, PE (Surveys), TSE, Project Engineer, Chief Inspector, Environmental Inspector, EEO Officer	X	
TOWN/CITY	X	
LOCAL AUTHORITIES	X	Facilities Construction
UTILITIES	X	
CONTRACTOR/SUBCONTRACTOR	X	
PAVEMENT ADVISORY TEAM	X Prepave	Also Final Pavement Evaluation required – 2,500 tons or greater surface course