



Oregon

Theodore R. Kulongoski, Governor

Oregon Department of Transportation

Construction Section
800 Airport Road SE
Salem, OR 97301-4798
Telephone (503) 986-3000
FAX (503) 986-3096

June 17, 2002

File Code:

PRIME CONSTRUCTION COMPANY
BUSINESS STREET
CENTERVILLE USA 99999

RE: Here Road – There Drive
Main Highway
Contract #12000

In order to make the best use of time at the preconstruction meeting for the subject project, the following items will be address 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 and their subcontractors. This will be one of the items tracked and estimates held if payrolls are delinquent.

The on-site work force requirements in Madison County for women are 6.9% and minorities are 2.9%. An evaluation of your compliance with specifications will be made throughout the project. The monthly "Employment Utilization Report" (Form 731-0394) and the annual "Federal Aid Highway Construction Contractor's EEO Report" (PR1391) will be required from you and your subcontractors with contracts of \$10,000 or more.

There are four on the job training positions required on this contract. The intent of the program is to train and upgrade minorities and females toward journey-level status in highway construction crafts. Training Programs must be submitted before work begins. Apprentice/Trainee Approval Requests need to be submitted in a timely manner as well. It is the intent that trainees are in place during as much time as possible that their craft is involved on the job. ODOT will monitor and document participation and activities of trainees for payment under the bid item. By the 10th of the month, an "Apprentice/Trainee Monthly Progress Record" for each person participating in the OJT Training Program must be completed and submitted to this office.

The assigned DBE goal for this project is 8%. Prime Construction has committee to a goal of 8.31%. It is your responsibility to assure that DBE subcontractors perform a commercially useful function. ODOT will be monitoring all operations throughout the on-site work.

The prime contractor'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 before November 15, 2004. A notice of any delay — regardless of cause of fault — that will delay project completion must be submitted within seven calendar days of when the delay is known. Upon receipt of such notice, ODOT will promptly review and investigate to determine measures available to mitigate the delay.

The specifications (Section 00180.80) provide for the 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 21 days after Second Notification. A “Contractor’s Request for Adjustment of Contract Time” (734-3320), Consent of Surety (for requests over 30 days), and supporting information must be submitted explaining the cause of each delay and the amount of time adjustment requested.

The process for resolving disagreements and claims is contained with Section 00199. The process consists of three steps, each of which is mandatory in the sequence specified. Steps are:

- Discuss disagreements or disputes with the Project Manager and attempt to resolve them. If unresolved . . .
- Give notice of protest to the Project Manager’s decisions before starting or continuing the work under dispute. Follow promptly by a detailed written notice of protest. The Project Manager will review and respond to all properly filed protests. If unresolved . . .
- A claim is filed. (See Section 199.30)

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 material sources of supply, including steel or other fabricators. ODOT 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 office should be direct to Rocky O’Dottle, Quality Control Specialist at (503) 555-0005.

Certifications and Certificate of Material Origin forms are required prior to the incorporation of materials into the project. We are maintaining a program of strict compliance with the contract material requirements. The Non-Field Tested Materials Acceptance Guide” may be used to help determine the quality documentation requirements for materials not subject to field-testing. The Non-Field Tested Materials Acceptance Guide” must be used in conjunction with the specific contract requirements for materials incorporated in the project. Please call O. Dottie, Quality/Quantity Coordinator at (503) 555-0006 if you have any questions.

The pay period for this project ends the last day of each month. Weekly certified payrolls for you and your subcontractors and updated monthly work schedules must be received in this office, or pay estimates will be held. Due to the number of projects we now have, estimates will no longer be faxed to contractors or their subcontractors. If a copy is desired, please notify the inspector and one will be mailed or provided to your project superintendent.

Material on hand requests will not be processed unless received by this office at least five calendar days before the pay period cut off date per Section 195.60(1). The requests must also include the necessary material documentation, certifications and Certificate of Material Origin form. Verification will also be requested of payment to suppliers within thirty days of the progress payment on which the advance was made. If proof is not provided, appropriate money will be deducted from the next progress estimate.

As required by 00180.41, the contractor will submit a project work schedule and erosion and sediment control implementation schedule. Also submit any proposed changes to the Erosion and Sediment Control Plan (Section 00280) and a pollution control plan and schedule not less than 10 working days prior to the preconstruction meeting. As required by 00225.05, the contractor will submit a Traffic Control Plan five days prior to the preconstruction meeting. I am including a packet of information to assist you in developing a pollution and erosion control plan.

The following is a list of items to be submitted at the preconstruction meeting:

- Attached safety questionnaire.
- Breakdown for all lump sum items.
- Training program (Form 731-0335).
- DBE work plan proposals, Form 3.
- List of material sources.

Rhoda Head
Project Manager

Attachments

PRECONSTRUCTION CONFERENCE

HERE ROAD – THERE DRIVE
CONTRACT 12000
MAIN HIGHWAY
April 12, 2001

This meeting is being recorded.

AGENDA

I. Introductions

- A. Prime Contractor:
Prime Construction Company
Address correspondence to:

Business Street
Centerville USA 99999

Project Superintendent: _____
Office phone: (503) 555-5555 Fax: (503) 555-5556
Cell phone: _____ Pager: _____

- B. Oregon Department of Transportation
Rhoda Head, Project Manager
2001 ODOT Way, Building A
Salem, OR 99999-9999

Office phone (503) 999-9900 Fax: (503) 999=9901

Key people assigned to this project:

	Phone	Cell	Pager
Rhoda Head, PM	555-0001	559-0001	375-0001
Rod Lenker, Asst. PM	555-0002	559-0002	375-0002
Phil Dirt, Inspector	555-0003	559-0003	375-0003
Dee Tour, Inspector	555-0004	559-0004	375-0004
Rocky O'Dottle, Mat'ls Coord.	555-0005	559-0005	375-0005
O. Dottie, Quality/Quantity	555-0006		

II. Utilities

- A. Utility clauses 00150.50
B. Contractor's schedule

III. Civil Rights

A. DBE/EEO

1. DBE Work plan proposals – have two of five in already.
2. Three DBE subcontracts are in.

B. Labor Compliance

1. Davis-Bacon wages
2. Condition for payment

C. OJT

1. Two positions
2. Training program in for one position.

D. Subcontracts – eight subcontracts are in.

IV. 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 Section 00220.40:
 - a. All lanes open MP 26.64 – 30.4, 3:30 pm – 6:00 pm Monday to Thursday in August
 - b. All lanes open 12:00 noon Fridays – 12:00 midnight on Sundays
 - c. 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.
 - d. All lanes open 12:00 noon on Friday, July 9, 2001 to 12:00 midnight on Sunday, July 11, 2001 for Sports-person Holiday and Sugar Town Rodeo
 - e. All lanes open 12:00 noon on Thursday, August 5, 2001 to 12:00 midnight on Sunday, August 8, 2001 for 6th Annual Oregon Jamboree
 - f. Liquidated damages for above \$400/10 minutes
3. City street closure subject to City approval
4. Bikeways 00226.60(a-1) – Keep them clean and clear
5. On street parking – 21 day notice to City – 2 day notice to businesses

D. Safety Questionnaire

- V. Quality Assurance
 - A. Certifications required **prior to installation**
 - B. Certificate of Materials Origin
 - C. Quality/Quantity sheets – O. Dottie
 - D. Lump sum breakdowns
 - E. Field tested items to be coordinated with Rocky O’Dottle
 - F. QC/QA Project
 - G. QA Precon
 - H. Certifications for all labs, equipment, technicians, nuke gauges (must be calibrated over Region’s blocks)
 - I. List of material sources
- VI. Prosecution and Progress
 - A. Section 00150.65 – Construction information group
 - B. Downtown work restriction 44+973.85 – 46+660 – All work done at night 6:00 pm – 6:00 am.
 - C. Project Work Schedule – condition for payment
 - 1. Completion dates
 - a. August 31, 2001 for all but AC wearing course, permanent signing and permanent traffic signals from STA 44+973.850 to STA 46+660 – LD’s will be \$1000/day
 - b. September 30, 2001 for all work including traffic loops, but not permanent traffic signals – LD’s will be \$1000/day
 - c. November 15, 2001 for all contract work – LD’s will be \$1300/day
 - D. Erosion Control Plan
 - E. Pollution Control Plan
 - F. Program payments
 - 1. Cut-off date, last day of month
 - 2. MOH requests in by 25th of month
 - G. Bid item review