

PRE-CONSTRUCTION CONFERENCE AGENDA

**WASHINGTON STATE DEPARTMENT of TRANSPORTATION
NORTHWEST REGION
DEVELOPER AGREEMENT NUMBER UC-**

DATE:

DEVELOPER:

LOCAL AGENCY:

AGREEMENT NUMBER:

JA ACCOUNT NUMBER:

PROJECT:

SR-

MP-

CS-

MTCE. AREA=

DEVELOPER/OWNER REPRESENTATIVE:

PHONE:

PRIME CONTRACTOR REPRESENTATIVE:

PHONE:

LOCAL AGENCY REPRESENTATIVE:

PHONE:

WSDOT CONSTRUCTION REPRESENTATIVE:

PHONE:

GENERAL REQUIREMENTS FOR CONSTRUCTION ON WSDOT RIGHT-OF-WAY

- **SURETY BOND.**
The DEVELOPER shall provide an executed Surety Bond acceptable to the STATE. *(The Bond shall be signed by a surety that is registered with the Washington State Insurance Commissioner and appears on the current authorized list published by the Office of the Insurance Commissioner. The surety bond shall remain in full force and effect until released in writing by the STATE.)*
- **CERTIFICATE OF INSURANCE.**
The DEVELOPER shall obtain and keep in force for the duration of the work under the provisions of the AGREEMENT, public liability and property damage insurance with companies or through sources approved by the State Insurance. *(The STATE shall be specifically named as an insured in a policy with the same company which insures the DEVELOPER or by an endorsement to an existing policy. The amount of coverage shall be not less than a single limit of \$1,000,000 for bodily injury, including death and property damage per occurrence.)*
- **CONSTRUCTION SCHEDULE.**
Upon receipt of the Developer Agreement by the DEVELOPER, the STATE may request a construction schedule showing critical dates and activities that will lead to the timely completion of the work required under the Developer Agreement. *(Failure by the DEVELOPER to provide the construction schedule within 30 days may cause cancellation of the AGREEMENT.)*
- **PLAN CHANGES.**
The STATE reserves the right to require changes or corrections due to plan omissions or details not in conformance with the Standard Plans and Standard Specifications. Changes to the Approved Construction Plans, Specifications, and Agreement Provisions are not allowed without prior approval from the STATE's Construction Representative.
- **PERMITS FROM OTHER AGENCIES.**
The DEVELOPER shall be responsible for obtaining all necessary Federal, State, and Local Permits including, but not limited to the Washington State Department of Ecology, the Washington State Department of Fish and Wildlife and/or U.S. Army Corps of Engineers prior to the beginning of construction.
- **DOCUMENTS ON SITE.**
Copies of the Agreement, protected from the elements at all times during any construction authorized by said Agreement, shall be kept at the DEVELOPER's Project Office and by the Contractor's Representative(s) at the Job site. *(The Agreement shall be shown upon request to any STATE Representative or Law Enforcement Officer. If the Agreement Package is not kept and made available at the work site, the work shall be suspended).*
- **DELAY TO STATE CONTRACTS.**
The DEVELOPER agrees to schedule the work herein referred to and perform said work in such a manner as not to delay the STATE's contractor in the performance of their contract. *(The STATE shall in no way be held liable for any damage to the DEVELOPER by reason of any such work by the STATE, its agents or representatives, or by the exercise of any rights by the STATE upon roads, streets, public places, or structures in question).*
- **EXPIRATION DATE/COMPLETION OF WORK.**
The Developer Agreement shall expire within Eighteen (18) months from the Date of Execution. *(Should construction not be completed by the expiration date, the STATE may cancel the Developer Agreement and any associated Access Connection Permit(s) - thus making it necessary to repeat the entire application, review, and approval process for future development.)*
- **ARCHAEOLOGICAL/HISTORICAL FINDINGS.**
If any archaeological or historical resources are revealed in the work vicinity, the DEVELOPER shall immediately stop work, notify the STATE's Construction Representative, retain a qualified Archaeologist who shall evaluate the site, and make recommendations to the STATE Construction Representative regarding the continuance of work.
- **PROTECTION OF MONUMENTS.**
The DEVELOPER and the contractor shall assure that all Private and Public Property - specifically Survey Monuments, on or near the project is not damaged, destroyed, or removed. If such property is disturbed, the STATE Construction Representative shall be notified within eight (8) hours.
- **AS-BUILT CONSTRUCTION PLANS.**
The Developer shall submit As-Built Plans after Project has been completed. The Bond will not be released until received by the Development Services Office.
- **INSPECTION AND ACCEPTANCE.**
All work is subject to monitoring and inspection by the STATE. Upon completion of work, the DEVELOPER shall request that a Preliminary Final Inspection for Conditional Approval and Acceptance by the STATE. The DEVELOPER shall not give final construction approval to it's' contractor until Final Acceptance and Approval by the STATE is granted.
- **RELEASE OF SURETY BOND.**
The STATE shall hold the Surety Bond for a **minimum of one year after Substantial Completion/Conditional Acceptance** of project is granted to assure proper workmanship, project quality, and public safety. Should a problem occur, the DEVELOPER shall take immediate corrective action. The Surety Bond shall not be released until final payment of the "JA" Account and the Project As-Built construction drawings are received by the STATE.

MATERIALS – QUALITY ASSURANCE/QUALITY CONTROL

- **APPROVAL OF MATERIALS - RAMS FORM and QUALIFIED PRODUCTS LIST (QPL)**
Prior to the placement of any materials, the DEVELOPER shall submit completed Request for Approval of Material (RAMS) Form (No. 350-071 EF - found at - <http://www.wsdot.wa.gov/biz/mats/RAM/RequestForApprovalOfMaterial.pdf>) listing Materials Manufacturers and Suppliers for: Earthwork, Aggregates, Asphalt and Concrete Plants, Pit Sites, Mix Designs, Pipe, Drainage Structures, Striping and Pavement Markings, and Electrical Materials, Shop Drawings, and Catalogue Cuts. The current QPL sheets for each material shall be submitted. (The QPL can be located on the STATE web site at: http://www.wsdot.wa.gov/biz/mats/QPL/QPL_Search.cfm. NOTE: There may be additional acceptance actions, including samples, noted on the QPL or RAM that need to be completed prior to the materials being incorporated into the work.
- **MATERIALS TESTING/REPORTING OF RESULTS.**
All materials testing shall be performed by an Independent Certified Testing Laboratory of the DEVELOPER's choice. Frequency shall be determined as per the STATE Standard Specifications. Copies of all test results shall be submitted to the STATE's Construction Representative prior to beginning the next phase of construction. The STATE reserves the right to verify the test results or to perform the testing.
- **HOT MIX ASPHALT (HMA) DESIGN.**
Prior to Paving Operations, the DEVELOPER shall submit STATE approved HMA Mix Design(s) for use on this project.
- **CONCRETE MIX DESIGN.**
Prior to any placement of Cement Concrete, the DEVELOPER shall submit STATE approved Mix Design(s) for use on this project. The Concrete used shall be Class 3000 (Class 4000 on Driveway Approaches), with air entrainment conforming to the requirements the WSDOT Standard Specifications.

CONSTRUCTION ITEMS

EROSION CONTROL/DRAINAGE

During construction of this project, the DEVELOPER shall comply with the Washington State Department of Transportation Highway Runoff Manual and implement Best Management Practices (BMP's) as detailed in the manual to mitigate erosion. All discharges to STATE right of way shall conform to STATE and Local water quality regulations.

UTILITIES

Any object above ground (Poles, Guy Wires, Fire Hydrants, Telephone Riser Boxes, Water Meters, Mailboxes, etc.) that will be within the limits of the new clear zone **SHALL** be relocated prior to construction. All Utilities shall be located prior to excavation on this project. MAKE SURE THAT THEY ARE INFORMED THAT WSDOT UTILITIES SHALL BE LOCATED AS WELL.

EARTHWORK

- **UNSUITABLE MATERIALS**
If determined necessary by the STATE, unsuitable material encountered during any excavation shall be removed and replaced to the satisfaction of the STATE at 100% DEVELOPER cost. The replacement material shall be free-draining and granular, or other materials as determined by the STATE's Representative.
- **AGGREGATE SOURCE APPROVAL INFORMATION**
Information on approved Aggregate Pit Sites can be found at: <http://www.wsdot.wa.gov/biz/mats/ASA/ASASearch.cfm>.
- **COMPACTION REQUIREMENTS**
Backfill shall be compacted to **95% in the roadway prism**, 90% in other areas.

PAVING OPERATIONS

- **UN-FAVORABLE WEATHER**

NO PAVING OPERATIONS WILL BE PERMITTED WHEN IT IS RAINING or SNOWING. Written permission from the STATE's Construction Representative shall be required if paving operations begin before April 1st, or after October 1st. Surface temperature and other paving limitations as per the WSDOT Standard Specifications shall be enforced.

- **JOINT PREPARATION**

All existing asphalt edges shall be **neatly saw-cut** in preparation for paving operations.

- **JOINT SEALING.**

All joints between existing and new pavement or other cracks requiring repair shall be cleaned with a stiff-bristled broom and compressed air. The joint or crack shall be sealed with Approved Joint Sealant Material per the Standard Specifications.

DRAINAGE AND UTILITY CONSTRUCTION

- **DRAINAGE STRUCTURES.**

Only structures stamped APPROVED by the STATE's Fabrication Inspection Office shall be used on this project.

- **PIPE END TREATMENT.**

All culvert pipes shall have beveled end sections and quarry spalls shall be placed around end of pipes in the bottom of the ditch, and on the side of the slopes.

- **UTILITY COVER ELEVATION.**

All manholes, valve covers, and like appurtenances shall be constructed at such an elevation to conform to the shoulder slope from the edge of pavement or as directed by the STATE.

RIGHT-OF-WAY RESTORATION/LANDSCAPING

- **PROJECT CLEAN-UP & HOUSEKEEPING**

Upon completion of work, the DEVELOPER shall remove and properly dispose of all scraps, brush, timber, materials, etc. off the right-of-way. The aesthetics of the highway shall be as it was before work started, or better. All drainage systems must be restored, cleared of obstructions, and fully operational before project is Conditionally Accepted.

- **VEGETATION ON STATE RIGHT-OF-WAY**

The Developer Agreement does not give the DEVELOPER, or any agent or contractor of the DEVELOPER, any rights to cut, spray, retard, remove, destroy, damage, disfigure, or in any way modify the physical condition of any vegetative material located on the highway right of way, except by written permission from the STATE. All restoration shall be done to the satisfaction of the STATE at the sole expense of the DEVELOPER.

- Trees, bushes, or large shrubs shall not be planted on STATE right-of-way unless a Maintenance Agreement between the DEVELOPER and the STATE is executed.
- Irrigation systems on STATE right-of way are not allowed, nor shall water from irrigation systems on private property encroach onto STATE right-of-way unless a Maintenance Agreement between the DEVELOPER and the STATE is executed.

SIGNING

- **INSTALLATION**

Signing shall be installed as per the Approved Plans, the WSDOT Standard Plans, or as directed by the STATE's Construction Representative. *(Only Signs approved by the STATE's Fabrication Inspection Office shall be used on this project.)*

- **GUIDE POSTS.**

All Guide Posts that are disturbed during construction SHALL be replaced (same locations).

- **TRAFFIC REVISION WARNING SIGNS.**

"TRAFFIC REVISION AHEAD" (W20-901) signs shall be installed, on sign posts, in advance of the Project when the channelization of the highway is changed. The signs are 48" X 48" black letters on orange background, and shall stay erect for six to eight weeks.

CHANNELIZATION PAVEMENT MARKINGS

- **REMOVAL**

Pavement Markings and Striping to be removed shall be obliterated until blemishes caused by the pavement marking removal conform to the coloration of the adjacent pavement.

- **STRIPING/PAVEMENT MARKING APPLICATION**

Two applications of paint shall be required on all paint stripe markings as per the Standard Specifications.

ELECTRICAL CONSTRUCTION (Signals and/or Illumination)

WSDOT Electrical Inspector for this Project: _____

ILLUMINATION CONSTRUCTION

- **DESIGN/CONSTRUCTION/INSPECTION.**
The DEVELOPER shall assure that the design and construction of Traffic Signals and Illumination on signal poles installed within the STATE highway right-of-way meets all requirements of the STATE.
- **ILLUMINATION DURING CONSTRUCTION.**
Pre-existing illumination shall be maintained and functional at all times during construction until the new illumination is operational.

TRAFFIC SIGNAL CONSTRUCTION

- **TEMPORARY VIDEO DETECTION.**
If replacement loops are not operational within 48 hours, the Contractor shall install and maintain interim video detection at no additional cost to the STATE until the permanent loops are in place. The type of interim video detection furnished shall be approved by the Construction Representative prior to installation.
- **TRAFFIC SIGNAL STANDARDS – APPROVAL.**
If the proposed signal standards are not on the STATE's PRE-APPROVED LIST (<http://www.wsdot.wa.gov/eesc/bridge/lightsignalstandards/index.cfm>) Signal Pole shop drawings (Seven sets of copies) shall be submitted to the WSDOT Area Construction Representative for transmittal to HQ for approval. *(Only standards approved by the STATE's Fabrication Inspection Office shall be used on this project.)*
- **TRAFFIC DETECTION LOOPS.**
The Contractor shall notify the Construction Representative a minimum of five working days in advance of pavement removal in the loop areas.
- **LOOP INSTALLATION.**
Wherever possible, Detection Loops shall be installed after all grinding and prior to paving the final lift of asphalt.
- **TRAFFIC SIGNAL HEADS.**
Unless ordered by the STATE's Construction Representative, signal heads shall not be installed at any intersection until all other signal equipment is installed and the controller is in place, inspected, and ready for operation at that intersection, except that the signal heads may be mounted if the faces are covered with a black opaque material.
- **SIGNAL HEAD COVERING.**
The signal head covering material shall be of sufficient size to entirely cover the display. The covering material shall consist of 4 mil minimum thickness - black polyethylene sheeting, and shall extend over all edges of the signal housing. It shall be securely fastened at the back.
- **NEW SIGNAL TURN-ON.**
The DEVELOPER shall Contact the STATE's Construction Representative five (5) working days prior to scheduled signal turn-on.
- **NEW SIGNAL AHEAD/SIGNAL REVISION WARNING SIGNING.**
The DEVELOPER shall install 48" X 48" ; black letters on orange background, , "NEW SIGNAL AHEAD" (W20-902) or "SIGNAL REVISION AHEAD" (W20-903) signs on sign posts, in advance of the Project when a new traffic signal system is installed or when modifications to and existing signal are made.

TRAFFIC CONTROL/PUBLIC SAFETY

- **TRAFFIC CONTROL PLANS (TCP's)**

During the construction and/or maintenance of this facility, the DEVELOPER shall submit Project Specific Traffic Control Plans to The STATE for Review and Approval at least ten (10) working days in advance of the time that signing and other traffic control devices will be required. These TCP's shall be in compliance with: (1). M54-44 - WSDOT Work Zone Traffic Control Guidelines (<http://www.wsdot.wa.gov/publications/manuals/fulltext/M54-44/Workzone.pdf>), (2).The Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways – Part 6; Chapter 6H (<http://mutcd.fhwa.dot.gov/HTM/2003r1/part6/part6h1.htm>), and (3) M41-10 Standard Specifications for Road, Bridge, and Municipal Construction (<http://www.wsdot.wa.gov/FASC/EngineeringPublications/Manuals/2006SS/2006SS.pdf>). No lane closures shall be allowed except as approved by the STATE representative.

- **TRAFFIC CONTROL SET UP**

Traffic Control shall be set up and maintained, in accordance with the WSDOT APPROVED TRAFFIC CONTROL PLAN(S).

- **TRAFFIC CONTROL SUPERVISOR** (*Large or Complex Projects: Lane Closures on Highways 40 MPH or Greater, New Signal Construction, Signal Modifications, Roundabout Construction, Major Channelization Changes, or Night Work*).

The DEVELOPER or Prime Contractor shall employ an individual or individuals to perform the duties of Full-Time Traffic Control Supervisor (TCS), certified by the STATE. The TCS shall be responsible for safe implementation of Approved Traffic Control Plans. The TCS shall be present on the project whenever flagging, spotting, or other traffic control is being utilized. The TCS shall be responsible for having a current set of approved Traffic Control Plans, inspecting traffic control devices and nighttime lighting for proper location, installation, message, cleanliness, and effect on the traveling public. Traffic control devices shall be inspected at least once per hour during working hours. The TCS shall correct, or arrange to have corrected, any deficiencies noted during these inspections. The DEVELOPER or Prime Contractor shall maintain 24-hour telephone numbers at which the TCS can be contacted and be available upon request of the STATE Construction Representative at other than specified working hours.

- **TRAFFIC RESTRICTIONS.**

The working hours within STATE right-of-way for this project are restricted per the Approved Traffic Control Plan(s). Any extension of these hours must be requested in writing and approved prior to construction. Weekend or Holiday work (including Canadian Holidays-Skagit & Whatcom Counties) is not permitted without written permission from the STATE.

Notify the WSDOT Construction Representative at least three (3) working days in advance so that the Construction Traffic Coordination Office (CTCO) can be informed of **lane closures**.

Excavation adjacent to travel lanes shall be backfilled the same day. All lanes shall be open and shoulders clear of construction materials and equipment during non-working hours. When the roadway is left rough or shoulders are affected by construction activity, the work area must be marked with traffic barrels (with steady burning lights on all barrels) during hours of darkness.

Minimize tracking onto roadway. Sweep as often as necessary.

The Developer shall designate a person responsible for Traffic Control and Public Safety. This person shall be available for both daytime and non-working hour emergencies: Day and night time contact phone numbers shall be provided to the WSDOT.

- **STORAGE OF EQUIPMENT AND MATERIALS.**

All lanes shall be open and the shoulders shall be clear of construction equipment and materials during non-working hours. The Work Zone Clear Zone (WZCZ) applies during working and non-working hours. The WZCZ applies only to temporary roadside objects introduced by the Contractor's operations and does not apply to pre-existing conditions or permanent work. Those work operations that are actively in progress shall be in accordance with adopted and approved Traffic Control Plans, and other Contract or Permit requirements.

During nonworking hours, equipment or materials shall not be within the WZCZ unless they are protected by permanent guardrail or temporary concrete barrier. The use of temporary concrete barrier shall be permitted only if the STATE approves the installation and location.

During actual hours of work, unless protected as described above, only materials absolutely necessary to construction shall be within the WZCZ and only construction vehicles absolutely necessary to construction shall be allowed within the WZCZ or allowed to stop or park on the shoulder of the roadway.

The Contractor's non-essential vehicles and employees private vehicles shall not be permitted to park within the WZCZ at any time unless protected as described above.

Deviation from the above requirements shall not occur unless the Contractor has requested the deviation in writing, and the STATE has provided written approval.

- **SUSPENSION OF TRAFFIC CONTROL OPERATIONS.**

The STATE reserves the right to suspend all lane closure operations due to unexpected emergencies or impediments to the flow of traffic. All costs associated with this suspension shall be borne by the DEVELOPER or their contractor.

- **HAZARD PROTECTION.**

All hazards to vehicular, pedestrian, and bicycle traffic shall be marked by warning signs, barricades, and lights.

- **FLAGGERS**

- Flaggers shall have Flagging Card, VALID in the State of Washington in their possession.
- Flaggers are to be used only when other reasonable traffic control methods will not adequately control traffic in the Work Zone. If the Approved TCP does not require flaggers, then there shall be no flaggers controlling traffic.
- Flagging Stations shall be illuminated with **floodlights** during hours of darkness. The floodlights shall not produce a disabling glare condition for approaching road users. The driver's path past the work area should also be illuminated.
- Flaggers shall use a standard **24-inch STOP/SLOW paddle**. No stopping traffic with hand signals only.

- **FLAGGER APPAREL**

- Daylight Flagging: Flaggers must wear a High Visibility Safety Garment designed according to Class II Specifications in ANSI/ISEA 107-1999, American National Standard for High-Visibility Safety Apparel. Specifically - a garment containing at least 201 square inches of retro-reflective material that encircles the torso and is placed to provide 360 degrees visibility around the flagger. The acceptable high visibility colors are fluorescent yellow-green, fluorescent orange-red or fluorescent red; and a high visibility hard hat. The hardhat shall be worn at all times while flagging. The acceptable high visibility colors are white, yellow, yellow-green, orange, or red.
- Flagging during hours of Darkness (One-half hour before sunset to one-half hour after sunrise): In addition to the daytime flagging requirements, Flaggers shall wear High-Visibility, Class E Orange Pants and a high-visibility hardhat with at least 12 square inches of retro-reflective material applied to the hardhat to provide 360 degrees of visibility
- Flagging during hours of inclement environmental conditions with limited visibility (e.g., snow, fog, heavy rain) an ANSI Class III high-visibility ensemble is required:

- **APPAREL - OTHER CONTRACTOR PERSONNEL:**

All workers within the STATE right-of-way who are exposed either to traffic or to construction equipment within the work zone shall wear high-visibility safety apparel meeting Performance Class 2 or 3 requirements of the ANSI/ISEA 107-2004 publication titled "American National Standard for High Visibility Safety Apparel and Headwear".

- The Developer/Contractor shall designate a person responsible for Traffic Control and Public Safety. This person shall be available for both daytime and non-working hour emergencies: Day and night time contact phone numbers shall be provided to the WSDOT.

Name _____ Title _____
Day Phone _____ Non-Working Hours Phone _____

The Items discussed in this Pre-Construction Conference Agenda in no way, relieve the responsibility of the DEVELOPER or the Contractor(s) to meet other requirements of the Standard Specifications and Standard Plans as required per the Developer Agreement.

THESE MINUTES ARE AN ACCURATE AND TRUE REFLECTION OF THE MEETING HELD ON THIS DATE.

WSDOT Construction Representative

Local Agency Representative

Developer Representative

Contractor Representative