

Preconstruction Conference

Recordkeeper Job Aid

Construction Division



Construction Recordkeeper Job Aid

Overview

For each project, the Area Office will host a preconstruction conference to set expectations for billing and contract management. The preconstruction conference (precon) provides an opportunity to communicate the requirements and expectations of a construction project to the Contractor hired to complete the work.

The goal of this document is to provide information concerning the responsibilities of the Recordkeeper regarding the precon and related documentation for construction projects. Follow the procedures in your Area Office and District.

Resources

- *Construction Contract Administration Manual (CCAM)*, Chapter 3, Section 4, "Preconstruction Conference"
- Standard Specifications, Article 4.2, "Preconstruction Conference" (2014 and 2024 spec books)
- Standard Specifications, Article 4.3, "Partnering" (2014 and 2024 spec books)
- Refer to District and Area Office standard operating procedures (SOPs) for further guidance

Applications Used

- ProjectWise

Forms

Always download the latest versions from E-forms (referring to link on internal Crossroads webpage).

- Form 2796 – Precon Agenda (including sections for Sign In Roster and Prime Contractor's Required Documentation)
- Form 2795 – Contractor Staff Designation
- Form 2390 – Precon Escalation Ladder

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- Form 2391 – Precon Project Pledge
- Form 2707 – Contractor Evaluation

Purpose

A preconstruction conference must be held prior to beginning work on a project. This meeting is to be held in accordance with Department policy for personnel of TxDOT, the Contractor, utility companies, law enforcement agencies, etc. to discuss the schedule and methods of operation and acquaint all concerned with lines of authority and communication while promoting greater safety.

Emphasis areas should include open communication, a proactive approach, and compliance with federal guidance. This is also an opportunity to provide more details about expectations for processing estimates, other contract requirements, compliance, and answer any questions.

At this meeting, the TxDOT Recordkeeper will be introduced to the Contractor or local government counterpart with whom they will be corresponding and working together over the life of the project.

Attendees

The Recordkeeper—in close coordination with the Area Engineer, Project Manager, and Inspector—can identify the list of attendees. Attendees should include appropriate Area Office and Contractor staff including, but not limited to: Area Engineer, Assistant Area Engineer, Project Manager, Project Inspector, Recordkeeper, and representatives from the Contractor. Other invitees to consider are the Design Engineer, PIO Representative, Environmental Specialist, and if traffic signals needed, Project Manager at District Signals, District Construction Office, among others. Depending upon the project, local governments, local law enforcement, and others may be invited. Refer to CCAM Chapter 3, Section 4 for a list of possible attendees.

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Note: For all federally funded projects, email the U.S. Department of Labor (USDOL) at OFCCP-SW-ConstructionAward@dol.gov. As part of the Memorandum of Understanding between the Office of Federal Contract Compliance Programs (OFCCP) and the Federal Highway Administration (FHWA), the Department must provide written notice of the preconstruction conference meeting.

Meeting

Speak with the Area Engineer to determine which topics from the CCAM, Chapter 3, Section 4 they may be responsible for in the meeting.

Recordkeepers may provide the Preconstruction Conference Agenda – Form 2796

- Refer to CCAM Chapter 3, Section 4 for a list of topics to discuss during the meeting.
- The Recordkeeper may take notes at the meeting and fill in any blanks on the agenda or make any needed corrections.
- Once the meeting minutes are finalized, the Recordkeeper may email the final minutes, including the Sign In Roster, to all attendees.
- Save the meeting minutes, roster, and a copy of the email sending the final minutes to the attendees in ProjectWise.

Recordkeepers may provide the Sign In Roster – Form 2796

- Update the roster with the TxDOT employees' information, if applicable.
- Have the roster available at the meeting for external staff to sign in.
- Make a copy of the roster for each attendee so they can have a copy of the contact information.
- Scan the roster and the rest of Form 2796 together into ProjectWise.

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Recordkeepers may email meeting minutes and roster to attendees, will store them in ProjectWise

Refer to the Prime Contractor's Required Documentation section of Form 2796 for the list of documentation that must be submitted before the precon. At the completion of the meeting, Recordkeepers may scan the documents received, including the following or others received at the precon, into ProjectWise. Share with other project staff the location of documentation to be reviewed, if applicable.

- Form 2795 – Contractor Staff Designation
- Schedule
- Police Agreement
- EEO Officer
- Form 2796 – Precon Agenda
- Material Sourcing letter (if received)
- Other documents related to the project

Topics in the Preconstruction Conference Agenda (Form 2796)

Refer to CCAM, Chapter 3, Section 4, "Preconstruction Meeting Topics." These topics can assist in setting expectations and ensuring compliance. The suggested list below is not exhaustive.

- Contractor Evaluation: Per Special Provision 000, "Notice of Contractor Performance Evaluations," in accordance with Texas Transportation Code §223.012, the Engineer will evaluate contractor performance based on quality, safety, and timeliness of the project.
- Bulletin Board: Prior to beginning work, the Contractor will erect a bulletin board on the project.
- Needed personnel:
 - Form 2795 – Contractor Staff Designation

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- Designate an EEO Officer
- Police Officers (Standard Specifications Section 7.2.6.3., “Law Enforcement Personnel”)
- Traffic Control Plan: Questions and discussion about the Traffic Control Plan
- Barricades
- DBE overview
- Buy America overview

See **Exhibit 1** on the following page.

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Exhibit 1

Optional checklist and is not definitive; it is meant to serve as a guide to outline a general project setup/precon checklist:

| | | | |
|---|---------------------------|----------------------|--------------------------------|
| Area Office: | CSJ No.: | Contractor: | |
| Roadway Name: | Limits From: | To: | Precon Date: |
| Instructions: Place a mark [X] in the appropriate box and fill in the date received once each document has been provided to TxDOT. | | | |
| Documents Received from Contractor | Document received? | Date Received | Comments |
| Contractor Staff Designation | <input type="checkbox"/> | {date} | Precon |
| Escalation Ladder (prefilled) | <input type="checkbox"/> | {date} | Precon |
| Project Pledge | <input type="checkbox"/> | {date} | Precon |
| Safety | | | |
| Safety Questions | <input type="checkbox"/> | {date} | |
| Schedule | | | |
| Preliminary Schedule | <input type="checkbox"/> | {date} | 7 days prior to precon |
| Baseline Schedule | <input type="checkbox"/> | {date} | 45 days after works starts |
| EEO | | | |
| EEO Policy | <input type="checkbox"/> | {date} | Posted on Bulletin Board |
| EEO Designee | <input type="checkbox"/> | {date} | Posted on Bulletin Board |
| Certified Personnel | <input type="checkbox"/> | | |
| Certified Police Officers | <input type="checkbox"/> | {date} | |
| Certified Flaggers | <input type="checkbox"/> | {date} | |
| Certified Environmental Personnel | <input type="checkbox"/> | {date} | |
| Subcontractors | | | |
| Subcontractor Request for Approval | <input type="checkbox"/> | {date} | Before work starts – Form 2802 |

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| | | | |
|---------------------------------------|--------------------------|--------|--|
| Executed Sub Agreements for DBE firms | <input type="checkbox"/> | {date} | Before work starts |
| Other | | | |
| Material Sourcing Letter | <input type="checkbox"/> | {date} | Before work starts, producers should be listed |
| TCEQ Notice of Intent (NOI) | <input type="checkbox"/> | {date} | Use RN Number from TxDOT NOI |
| | <input type="checkbox"/> | {date} | |
| Recordkeeper's Name: | | | Date: |

Refer to District and Area Office standard operating procedures (SOPs) for further guidance