

VDH Drinking Water Funding Program Guidance Package #9

PRECONSTRUCTION CONFERENCE

Prior to the initiation of construction, the Recipient must hold a Preconstruction Conference. This will be the first formal meeting of those involved in construction of the project and should be attended by all parties. The conference will provide a better understanding of the roles and responsibilities during construction of the project, as well as procedures for complying with rules and regulations governing the program.

Attendees

Attendees other than VDH should include the contractor, subcontractors, if known; representatives from utility and railroad companies (as appropriate); the Virginia Department of Transportation (as appropriate); the Recipient and its engineering firm; and any other funding agency which will be involved in construction of the project. The Recipient, or its engineer, is responsible for contacting all parties involved and advising them of the conference date, time and location. **The Recipient must contact VDH as soon as the Preconstruction Conference is scheduled so that a representative can be in attendance.** The VDH will establish a Preconstruction Meeting with the Recipient around the same time as the preconstruction conference to discuss VDH requirements related to the construction phase as well as VDH's role and responsibilities during this phase.

Topics for Discussion

To ensure that the project proceeds according to schedule and the requirements contained in the contract documents are met, communication and contact points, along with the organizational affiliation, responsibilities and authority of each participant should be established.

Overall project schedules and coordination between the contractors, utility companies, railroads, and the Virginia Department of Transportation should be addressed. This would include any permits required or advance notices to be given by the contractor to those impacted for roadway or railway crossings.

Any remaining questions regarding the plans, specifications or other contract documents should be addressed during the preconstruction conference. Procedures for submittal of items such as shop drawings, change orders, and information for the Operation and Maintenance Manual should be discussed.

The procedures for the contractor to request payment, including forms, timing, methods of establishing quantities, documentation, and retainage, should be detailed.

MBE/WBE reporting requirements and continuing good faith efforts to solicit MBE/WBE firms should be discussed.

Frequency of VDH inspections, as well as progress meetings between the contractor and other interested parties, must be highlighted.

The names, addresses and telephone numbers of those responsible during emergencies should be exchanged by or made available to everyone involved.

A system for handling citizen (landowner) complaints and personal property damage should be set up. This would also cover procedures for notifying landowners of needed access to a work site, disruption of services as a result of construction, and other actions which are likely to cause inconvenience.

Contractor responsibilities regarding compliance with local, state and federal laws and regulations should be covered. Access to the site and inspection of project records by the VDH must be addressed.

Employment regulations such as affirmative action programs, nondiscrimination policies, required nonsegregated facilities for employees, and hiring practices must be discussed.

These topics only identify major areas which should be discussed at the preconstruction conference. Establishing a checklist is recommended to ensure that all items applicable to your project are addressed.

Follow up to Conference

Minutes or a written summary should be prepared following the meeting. Copies should be sent to all attendees, as well as involved parties who were unable to attend. The list of contacts for each party involved should also be prepared and provided to each.

Proper coordination and discussion of these, and other appropriate topics, will alleviate many problems that can delay the project and lead to increased costs.