

Approved:

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Responsible Office: Division of
Construction Management

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//s// Walid E. Gemayel

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Construction Management

STANDARD PROCEDURE FOR PRECONSTRUCTION CONFERENCES AND INFORMAL PARTNERING

PURPOSE

The purpose of this standard procedure is to insure the various District Construction Offices conduct preconstruction conferences prior to the start of work on a construction project. This procedure will provide for consistent organization of these conferences to insure that the essential objectives are reached and that informal partnering is instituted on all projects that are not slated for formal partnering.

DEFINITIONS:

CMS: Construction Management System, the Department's computer system for administration of construction projects.

C&MS: Construction and Materials Specifications

Contractor: Defined in C&MS Section 101.14.

DCE: District Construction Engineer

Dispute Resolution Process: A formal process to resolve disputes on a project at the lowest possible organizational level.

EEO: Equal Employment Opportunity

Formal Partnering: Partnering established during a workshop dedicated to that purpose. If the project is large or complex an outside professional facilitator is employed.

Informal Partnering: Partnering established without the aid of a facilitator and as part of the Preconstruction Conference.

Partnering: A method of project cooperation and communication meant to achieve effective and efficient contract performance and completion within budget, on schedule, in accordance with the

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contract.

PE/PS: Project Engineer or Project Supervisor who is assigned by the Department to be in responsible charge of the administration of the project.

Request for Information (RFI): A formal process whereby the Contractor requests information necessary to do the work or clarification of plan or specification requirements. The RFI must be a letter or e-mail in an agreed upon format to the project engineer or other person designated by the Department as a contact for technical or administrative information.

Subcontractor: Defined in C&MS Section 101.50.

REFERENCES:

Policy No. 27-003(P) and Standard Procedure No. 510-003(SP) Formal Partnering on Construction Projects.

Construction and Material Specifications

PROCEDURE STATEMENT:

- I. The District will hold a preconstruction conference on all projects, after the award of the contract and prior to actual start of work.

Prior to the meeting, the District will review the project to determine potential problem areas. Potential problem areas will be discussed during the preconstruction conference or at later project meetings as may be appropriate.

Partnering is required by the Department on all projects. Large projects, projects with great complexity, or projects with significant impact to local communities or traffic will have Formal Partnering under policy 27-003(P). Projects that are not designated for Formal Partnering will use Informal Partnering.

- II. Preconstruction conference participants:

- A. Department Personnel:

1. District Construction Engineer (DCE) or designee.

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2. Project Engineer or Supervisor (PE/PS).

3. Other members of the District staff (e.g., County Manager, EEO, prevailing wage, testing, environmental, utility, etc.) directly involved with the project.
- B. The Contractor and at the Contractor's request: subcontractors and suppliers of significant materials, such as bridge beams, where fabrication may impact the construction schedule.
- C. Other parties may be included in the preconstruction conference if applicable and advisable or their participation may be deferred for later more appropriate project meetings. They may include:
1. Participating agencies (e.g., County, City, Village, etc.) or any agency which may impact the project completion or is impacted by the project work. The FHWA should be invited if the project has Federal oversight.
 2. Utility companies (e.g., cable TV, electric, gas, telephone, water, etc.).
 3. Railroad companies.
 4. Interested public groups and businesses affected by the project.

III. Conduct of the Preconstruction Conference

- A. The DCE or designee will conduct the preconstruction conference.
- B. The conference must cover the following administrative requirements:
1. Announce the appointment of the PE/PS and explain their authority.
 2. Material approval, inspection, and payment processes.
 3. Change order process including who has authority to approve change orders and to grant permission to proceed prior to change order approval.
 4. Contractor evaluation process and C-95 form.
 5. Dispute Resolution and Claims process, cover in a partnering session.

6. Proposal, special provisions, and general plan notes and obtain agreement on their meaning.
- C. The following legal requirements must be covered at the conference:
1. Prevailing wage requirements and procedures, this should be explained by the District Prevailing Wage Coordinator or designee.
 2. Project bulletin board responsibilities and give the Contractor necessary posters to be posted.
 3. Contractor EEO responsibilities: nondiscriminatory hiring requirements, hiring goals for the area, and procedures under the voluntary on-the-job training program.
 4. Contractor responsibilities under 107.12 for protection and restoration of property.
 5. Environmental permit requirements and Contractor responsibilities for sediment and erosion control.
- D. The conference may review the planned project work or defer this review to a later project meeting. This review should include:
1. Special environmental commitments.
 2. Right-of-way issues.
 3. Utility relocations.
 4. Railroad coordination, including any agreements between the Contractor and a railroad.
 5. Any pending change orders or contemplated extra work.
- E. The Contractor will:
1. State the proposed date for the start of project work.

2. Announce the name of the Project Superintendent.
 3. Present a progress schedule indicative of the prosecution of the project work in accordance with C&MS Section 108.02 or proposal note.
 4. State all known subcontractors, suppliers, and material sources.
 5. State, in general, work procedures, type of equipment to be used, and the number of working shifts to be used.
 6. Inform the attending parties of the haul roads (C&MS Section 105.131) and waste and borrow areas (C&MS Section 105.151) to be used.
 7. Submit documentation itemizing the payroll taxes that the project will incur under 109.04(a) if extra work is added to the project.
 8. Submit documentation stating the method of paying fringe benefits to workers required by prevailing wage law. This documentation must state the benefit program into which the fringes will be paid. The benefit program office address and phone number must be included.
 9. Requests for clarification of any questionable aspects of the contract or project site conditions.
- IV. Documentation of the preconstruction conference shall include the following minimum requirements.
- A. A list of conference attendees and their affiliation. The list heading will include the project number and conference date and location.
 - B. Written minutes or a tape recording of the conference. The District will keep these minutes on file. Copies will be sent to the Contractor or other parties if requested.
 - C. Record the date of the Preconstruction Conference on the CMS KETRK screen.
- V. The DCE or designee shall initiate informal partnering on all projects that are not designated for formal partnering. The informal partnering session shall be conducted during the preconstruction conference and shall include the following as a minimum.

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- A. Establishment of an RFI process, specifically to whom an RFI must be addressed, acceptable format (letter, e-mail), and standard response time .

- B. Review the Dispute Resolution Process as specified in proposal note 025. This establishes a means to handle issues and disputes in order to minimize delays and disruptions to the project and to protect the relationship of project personnel. This process starts at the original dispute level and proceeds up the ODOT and the Contractor organizational charts until the issue is resolved.
 - 1. If the time frames given in Proposal Note 025 are not realistic for the project the DCE and Contractor shall agree upon new time frame to resolve issues at each step.
 - 2. Within ODOT the District Deputy Director must empower the district staff to quickly resolve issues in steps 1 or 2 of the Dispute Resolution Process.
 - 3. Contractor Dispute Resolution teams may include subcontractor personnel.
 - 4. Review the chains of commands of the Department and Contractor and obtain agreement of both parties to respect them.
 - 5. Obtain understanding and agreement that ignoring an issue or making no decision is not acceptable.
 - 6. Obtain understanding that individuals are not expected to make a decision with which they are uncomfortable, but should escalate upward in the dispute resolution process.
- C. The informal partnering session should agree to Finalize-As-You-Go. The PE/PS and Contractor must agree on quantities as soon as materials are approved and the work is completed and accepted. PE/PS must finalize references and balance out the pay item on a regular basis throughout the duration of the project. PE/PS must not wait until the final change order to balance out all the project references.
- D. The agreements made will be documented and placed in the project file with a copy to the Contractor.