



Illinois Department of Transportation

Division of Highways / Bureau of Construction
2300 South Dirksen Parkway, Springfield, Illinois 62764

Subject: CONSTRUCTION MEMORANDUM NO. 03-70
Preconstruction Conference
Guidelines

Effective: August 15, 2003

Expires: Indefinite

This memorandum supersedes Construction Memorandum No. 02-70, dated May 31, 2002.

The purpose of this memorandum is to provide direction to Department personnel for conducting a pre-construction conference.

Prior to the start of construction, the Engineer will schedule a pre-construction conference with Department personnel assigned to the contract and the Contractor to discuss the contract specifics. This meeting will allow questions regarding the work to be answered and thereby alleviate many contract-related problems.

Suggested items to be discussed at the meeting are listed below. Not all items will pertain to every contract, therefore, the list should be used as a guide when setting the meeting agenda.

Items discussed should be documented in the minutes of the preconstruction conference.

1. Prosecution and Progress
 - a. Award, execution and start dates
 - b. Working days, completion date, incentive/disincentive
 - c. Progress schedule
 - d. Final documentation submittal
2. Right-of-way and/or easements
 - a. Is property clear?
 - b. Any restriction to use
3. Utilities
 - a. Utilities within limits
 - b. Status of conflicts and resolution schedule
 - c. J.U.L.I.E.
 - d. Railroads.
 - (1) Insurance
 - (2) Restrictions
 - (3) Submittal procedures
 - (4) Construction/protection requirements
4. Agreements
 - a. Local agency
 - b. Haul road use & maintenance
 - c. Jurisdictional transfer

5. E.E.O. and labor compliance
 - a. See Construction [Memorandum No. 24](#) for specifics
 - b. Can be done at a separate meeting

6. Materials
 - a. List of suppliers
 - b. Any special requirements and/or testing
 - c. Contractor's representative to receive asphalt deficiencies
 - d. Borrow pit and archaeological review and testing
 - e. QA/QC requirements/procedures

7. Erosion Control
 - a. Plan (Temporary and Permanent Controls)
 - b. Onsite meeting
 - c. National Pollution Discharge Elimination System for Storm Water Discharge

8. Commitments
 - a. Review commitment file and discuss with Bureaus involved
 - b. Environmental issues and concerns
 - c. 404 permit and/or stream crossings
 - d. Wetland compensation plan
 - e. Reports of citizen complaints will be forwarded to the IEPA within one working day.
 - f. The RE/RT will inspect the burn facility to insure compliance with the statewide permit and will document the inspection in the contract diary.
 - g. The RE/RT will notify the Supervising Field Engineer of non-compliance. Non-compliant facilities shall cease operations until corrections are made.

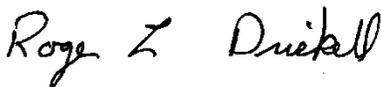
9. Traffic Control
 - a. Name and telephone number of Contractor's representative
 - b. Flagger training or certification
 - c. Form [OPER 725](#)
 - d. Traffic control plan

10. Safety
 - a. Material safety data sheets and their location
 - b. Contractor must comply with safety requirements
(See Construction [Memorandum No. 63](#))

11. Consultant construction inspection
 - a. Firm and personnel
 - b. Project responsibilities

12. Contract specific construction items

When properly conducted, the preconstruction conference can help facilitate the start of the contract work. Participants should come prepared to make positive contributions to the meeting and thereby improve the working relationship of all parties.



Roger L. Driskell, P.E.
Engineer of Construction