

Pre-Construction Conference Meeting Minutes

Date Held: Wednesday, December 19, 2018

ATTENDEE LISTING ON LAST PAGE

Contractor: ALLEN & SON PAVERS, LLC

Contract: 111887

Estimated Start Date: 1/5/2019

Project #: STBG-M-1234(00)

Estimated Completion Date: 3/31/2019

Reference #: 15-00-00-0000

Estimate Cut Off: 3/31/2019

Effective Date: 12/7/2019

Days Allowed: 85

Project Superintendent: BOB JOHNSON

CEI Personnel: PCI CONSULTANTS, JEREMY BANKS & ROBERT WILSON

The Following Information was Discussed and Materials, if Applicable, were Received at the Meeting.

	DISCUSSED	RECEIVED	N/A
1. <u>Plan of Operation (Stand. Spec. 105.06)</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2. <u>Erosion Control Plan (Stand. Spec. 209.05)</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. <u>Erosion (Special Provision 107FP)</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. <u>Material Suppliers List - including name and location of suppliers (Stand. Spec. 106.07)</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. <u>Listing of ALL Subcontractors and the items and/or material they are involved with.</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. <u>Contractor Employee Safety and Health Program (ESHP) Certification Letter (Spec. 107.10 & Circular Letter 107.01-01)</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7. <u>Traffic Control Certification Letter (Stand. Spec. 712.02)</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. <u>Detouring/Controlling Traffic Plan</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. <u>105 Letter – Certified listing of personnel including Name & License # of PE or RLS (Stand. Spec. 105.09)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. <u>407 Process Control Plan (Stand. Spec. 407.03) (approved yearly)</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. <u>604 Process Control Plan (Stand. Spec. 604.03)</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. <u>Rideability: 411B <input checked="" type="checkbox"/> 411C <input type="checkbox"/> 604R <input type="checkbox"/></u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Traffic Control: 24 Hour Emergency Contact Person (N/A)
 Name: JEREMY BANKS
 Home Telephone:
 Mobile: 615-090-7788

Erosion Control: 24 Hour Emergency Contact Person (N/A)
 Name: JEREMY BANKS
 Home Telephone: N/A
 Mobile: 615-090-7788

Customer Service: Customer Service Representative (N/A) (Stand. Spec. 105.05)
 Name: JEREMY BANKS
 Home Telephone: N/A
 Mobile: 615-090-7788

Employee Safety: 24 Hour On-Site Contact Person (N/A) (Circular Letter 107.01-01)
 Name: ROBERT WILSON
 Home Telephone: N/A
 Mobile: 615-000-9898

Civil Rights

DBE/WBE (N/A) **% Goal Required:** 9%
ON-THE-JOB TRAINEE (N/A) **Hours Required:** _____

	DISCUSSED	RECEIVED	N/A
1. Copy of Signed Agreement between Prime Contractor and DBE Subcontractor, must be submitted before work can begin. (Spec. Prov. 1247)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. On-the-Job Training Program – Federal Aid projects (Circular Letter 1230-01 and 1240-01)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. CC-3 certifying the amount paid the DBE(s) must be submitted when the contract is completed. Final payment will not be made until received. (Spec. Prov. 1247)	<input checked="" type="checkbox"/>		<input type="checkbox"/>

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4.	Special Provision: 1230 <input checked="" type="checkbox"/> , 1231 <input checked="" type="checkbox"/> , 1232 <input checked="" type="checkbox"/> , 1240 <input type="checkbox"/> , 1246 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> , 1247 <input checked="" type="checkbox"/> , 1290 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	CUF Checklist: All DBE's on ALL projects. (Circular Letter 1247-01)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Goal Projects: Any changes to DBE's portion of work must be pre-approved by SBDP Director. (Circular Letter 1247-01)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	Bulletin Board & Information (Circular Letter 1273-01)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.	Contract Compliance Officer: ROBERT WILSON		

Items Discussed

Construction Signs Staked: Yes No N/A

		DISCUSSED	N/A
State subcontract approvals:	These need to be submitted to Hdqts Construction, and approved before work can begin, for recognized subcontractors (Stand. Spec. 105.05 & 108.01 and Circular Letter 108.01-01 & 108.01-02).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Test Reports & Certifications:	They are required prior to material being used. Items will not be paid for until certifications and/or test reports are received.	<input checked="" type="checkbox"/>	
Tickets:	Certified weigh tickets shall have information on them in accordance with Stand. Spec. 109.01.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Payrolls:	All certified payrolls must be submitted to the Project Supervisor within 7 days after the regular payment date of the respective contractor's weekly payroll period or progress payments shall be withheld. The first payroll must have: Employee's Name, Address, s.s.#, Rate of Pay and their Classification. See Special Provision. If the work of the prime contractor and subcontractor is interrupted for a week or more, a statement is to be placed on the signature sheet of the payroll for the last week in which work was performed: "No additional work will be performed until further notice." If work stops for a week or more and is not anticipated, the statement "No work performed, and no work will be performed until further notice." See Stand. Spec. 107.23.	<input checked="" type="checkbox"/>	
Prompt Payment Certification:	Prime contractor certifies each month that payments have been made to each subcontractor. The certification shall run 2 months in arrears. Progress payments shall not be processed without this certification. (Circular Letter 109.02-05)	<input checked="" type="checkbox"/>	

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Note: Mark with Check If Applicable

<i>Documentation needed during the duration of the job</i>	<i>Adjustments and/or special items that apply to this contract</i>
<input type="checkbox"/> Archaeological Cert. for Borrow Pit: (Circ Let 105.06-05 & Stand. Spec. 107.06)	<input checked="" type="checkbox"/> Asphalt Content & Gradation: (Stand. Spec. 407.20)
<input type="checkbox"/> 604 Certification of work complete: (Stand. Spec. 604.03)	<input checked="" type="checkbox"/> Asphalt Density Ded.: (Stand. Spec. 407.15)
<input checked="" type="checkbox"/> Shop Drawings Approval	<input type="checkbox"/> Defective Concrete: (Stand. Spec. 604.15, 604.20, 604.31, & Circular Letter 604.21-01. If applicable, see Spec. Prov. 501RC and/or 501UT.)
<input type="checkbox"/> Guardrail at Bridge Ends	<input type="checkbox"/> Material Variation Deduction: (Stand. Spec. 411.10)
<input checked="" type="checkbox"/> CC-3: (Spec. Prov. 1247 & Circular Letter 1247-01)	<input type="checkbox"/> Fuel: (Spec. Prov. 109A)
<input type="checkbox"/> Liquid Anti-Strip: delivery tickets & invoices (Stand. Spec. 307.08, 307.09, 411.09, & 411.10)	<input type="checkbox"/> Bit. Material: (Spec. Prov. 109B)
<input type="checkbox"/> AC: invoices (Stand. Spec. 307.08 & 411.09)	<input type="checkbox"/> Rideability: (Spec. Prov. 411B) <input type="checkbox"/> (Spec. Prov. 411C) <input type="checkbox"/>
<input type="checkbox"/> _____	<input type="checkbox"/> Rideability: 604R <input type="checkbox"/> (Stand. Spec. 604.27)
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

Pre-Construction Conference Meeting Minutes (continued)

Construction Special Notations: (N/A)

Contractor has agreed to keep access to side roads open as much as possible.

Discussions between the contractor and City engineering office and the contractor on storm drains along termini.

Safety Special Notations: (N/A)

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Utilities: (N/A)

	DISCUSSED	N/A
1. Our office is to be notified 48 hours in advance of any work performed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Utilities & Contractor are to coordinate their work with each other.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Utilities are to meet M.U.T.C.D. guidelines, Standard Specification Section 712, and Personal Protective Equipment requirements set by TOSHA, M.U.T.C.D. guidelines and TDOT.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. TDOT Utility Coordinator: IRAJ EGHBALI

5. Utilities Involved:	Reimbursed	Non Reimbursed
AT&T	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Water Department	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Middle Tennessee Electric	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Utility Special Notations: (N/A)

Pre-Construction Conference Meeting Minutes (continued)

Attendee Listing

Company	Name	Phone Number
WILLIAMS CONSULTANTS	BOB JOHNSON	615-909-4544
PCI CONSULTANTS	JEREMY BANKS	615-090-7788
PCI CONSULTANTS	ROBERT WILSON	615-000-9898
TDOT REGION 3 MATERIALS AND TEST	WILLAM HOLDEN	615-888-9383
TDOT CONSTRUCTION	TIM OWEN	615-111-2222
CITY OF LEBANON	RON SWANSON	615-333-5654
CITY OF LEBANON	LESLIE KNOPE	615-847-9848
MIDDLE TENNESSEE ELECTRIC	TOM HAVERFORD	615-383-9383
AT&T	IAN STRONG	848-939-3833
AJ'S TRAFFIC SOLUTIONS	AMBER JOHNSON	456-858-9965
ERH CONSTRUCTION	ANN PERKINS	852-258-3214
AGEE GENERAL CONTRACTING	DONNA PARKS	777-254-9874
ALLEN & SON PAVERS, LLC	SARAH LEE	615-999-9999
ALLEN & SON PAVERS, LLC	DARYL ALLEN	615-999-9999