|  |  |
| --- | --- |
| PRECONSTRUCTION MEETING | |
| Project No. |  |
| PCN |  |
| County |  |
| Type of Construction |  |
|  | |
| Contractor |  |
|  | |
| Date |  |
| Time |  |
| Location |  |

Those preparing this Preconstruction Meeting Outline are encouraged to add or delete rows/columns as necessary to the existing tables to meet your specific needs. You are also encouraged to amend this document to include any specific items you would like discussed at the meeting.

**I. Project Team**

A. Prime Contractor

|  |  |
| --- | --- |
| Company |  |
| Address |  |
| City, State, Zip |  |
| Telephone (Office) |  |
|  |  |
| Office Contact - Title |  |
| Office Phone |  |
| Email Address |  |
|  |  |
| Project Supt. |  |
| Supt. Cell Phone |  |

B. Subcontractors

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company | Type of Work | Contact Name | Email Address | Cell Phone |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

C. Suppliers

|  |  |  |
| --- | --- | --- |
| Company | Address/Location | Product |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

D. Professional Services

|  |  |  |  |
| --- | --- | --- | --- |
| Company | Type of Work | Contact Name | Phone # |
|  |  |  |  |
|  |  |  |  |

E. Department of Transportation

|  |  |
| --- | --- |
| Area Office |  |
| Address |  |
| City, State, Zip |  |
| Telephone |  |
| Fax Number |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Name | Office Phone | Email Address | Cell Phone |
| Region Engineer |  |  |  |  |
| Area Engineer |  |  |  |  |
| Engineering Supervisor |  |  |  |  |
| Project Engineer |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Region Matl’s Engr. |  |  |  |  |

F. Utility Companies

|  |  |
| --- | --- |
| Utility Company |  |
| Address |  |
| City, State, Zip |  |
| Contact Name |  |
| Contact Number |  |

|  |  |
| --- | --- |
| Utility Company |  |
| Address |  |
| City, State, Zip |  |
| Contact Name |  |
| Contact Number |  |

G. Local Government(s)

|  |  |
| --- | --- |
| Entity |  |
| Address |  |
| City, State, Zip |  |
| Name - Title |  |
| Contact Number |  |
| Email Address |  |

|  |  |
| --- | --- |
| Entity |  |
| Address |  |
| City, State, Zip |  |
| Name - Title |  |
| Contact Number |  |
| Email Address |  |

**II. Submittals – Discussion and Review of Outstanding Issues**

**III. TERO/TECRO** (Tribal Employment Rights Office/Tribal Employment and Contracting Rights Office) **Special Provisions** – (If applicable)

TERO/TECRO Special Provisions are incorporated in projects that are either wholly or partially within reservation boundaries.

A. Each contractor is sent notification of any TERO/TECRO requirements on the project. Included with the letter is a copy of the Special Provision and Compliance Plan applicable for this project (if required). It is important to note that the TERO/TECRO Office may have other versions of the Compliance Plan that are not applicable on SDDOT projects. The language in the Compliance Plan has been mutually agreed to by the Tribe and the SDDOT. Any other version than the one agreed to as part of the agreement with the department should not be used on SDDOT projects.

B. It is the prime Contractor’s responsibility to send all the necessary information and copies of the Compliance Plan to all subcontractors and suppliers. All Compliance Plans need to be submitted to the TERO/TECRO Office and approved before the Contractor or any subcontractor may begin work.

C. Copies of the approved compliance plans for the prime and all subcontractors/suppliers should be sent to the Area Office.

D. No prime or subcontractor will be allowed to work on the project until the compliance plan is approved. Please note some Tribes require two weeks prior to beginning work to approve the plans.

E. The TERO/TECRO fee is the sole responsibility of the prime contractor only. It is important to pay the fee in a timely manner as established in the Compliance Plan.

F. If there are any disputes or issues with the TERO/TECRO Office, the Area Office and/or Civil Rights Office should be informed immediately.

G. Failure to comply with the requirements of the TERO/TECRO Special Provision may result in project sanctions which may include suspension of progress payments.

H. Copies of compliance plans for each Tribe and additional information is found at: <http://www.sddot.com/services/civil/tero.aspx>

I. Contact the Civil Rights Office (605) 773-3540 if you have any questions regarding TERO/TECRO issues.

**IV. Project Discussion and Review / Plans Discussion and Review**

A. Hand out Work Schedule/Sequence of Operations to all in attendance

B. Walk through schedule from beginning to end and discuss issues that arise.

1. Utility Coordination (One Call Center 1-800-781-7474)

2. Staking Needs

3. Signing & Traffic Control Needs

a. Fixed Sign Locations – Contractor to stake these

b. Alternate/Special sign needs

c. 24/7 Traffic Control Person

|  |  |
| --- | --- |
| Name |  |
| Cell Phone # |  |
| Office Phone # |  |
| Home Phone # |  |

d. Discuss how will traffic be controlled.

(flaggers, pilot car, diversions, other?)

4. Haul Road Agreement (if applicable)

a. Inspection prior to hauling

b. Determine responsible party for haul road maintenance

c. Traffic control needs

d. Maintenance while hauling (surface repair, dust control, etc.)

e. Haul Road Restoration

f. Final inspection and release

C. Review & Discussion of Plans, Special Provisions, etc.

**V. Conflict Resolution Process**

Discuss conflict and how it should be handled in accordance with the following process and procedures specified in the following documents:

Conflict Resolution Flowchart



Conflict Resolution Data Collection Document



**VI. Meeting adjourned at** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If anyone reading these minutes has comments regarding statements made therein, please, respond to this office in writing, otherwise they will be considered correct as written.