

SDDOT CONSTRUCTION MANUAL
PROJECT MANAGEMENT SECTION
CHAPTER 12 – PRECONSTRUCTION MEETINGS

PRECONSTRUCTION MEETING

Following the award and execution of the contract and prior to the start of work, preferably more than 2 weeks prior to the start of work, a preconstruction meeting will be arranged by the Contractor and the Area Engineer or designee. Its purpose must be to encourage a general and open discussion between Department personnel, the Contractor, subcontractors, utility companies, railroads, local governments, and other invited parties.

The following forms must be utilized in preparation for and in conducting the Preconstruction Meeting.

“Authorization Form for Preconstruction Meeting”, DOT-270

The Contractor’s authorized representative completes the entire first page and initials each proceeding section. Initials signify the Contractor comprehends each section.

“Preconstruction Meeting Outline”, DOT-271

Both the Area Engineer or designee and the Contractor complete their respective portions of the form and update it with project specific information.

“Contractor’s Submittals List”, DOT-272

Includes proposed sequence changes, shop drawings, permits, certifications, mix designs, and documents relating to labor compliance, equal employment opportunity, and environmental requirements. [The SDDOT reserves the right to request additional information not included in the original list of required submittals.]

The Area Engineer or designee will update the “Contractor’s Submittals List”, DOT-272, with any project specific requirements and cross out those that don’t apply, complete the Department information on the “Preconstruction Meeting Outline,” DOT-271, and add any project specific topics for discussion. The Area Engineer or designee will submit the “Authorization Form for Preconstruction Meeting”, DOT-270, the “Preconstruction Meeting Outline”, DOT-271, and the “Contractor’s Submittals List”, DOT-272, to the Contractor in the timeframe specified in Section 8.3 of the Standard Specifications.

The Contractor must complete and return the “Authorization Form for Preconstruction Meeting”, DOT-270, the “Preconstruction Meeting Outline”, DOT-271, and the “Contractor’s Submittals List”, DOT-272, with all submittals required prior to scheduling the Preconstruction Meeting, unless otherwise agreed upon, to the Area Engineer or designee in the timeframe specified in Section 8.3 of the Standard Specifications.

The meeting notice and the “Preconstruction Meeting Outline”, DOT-271, must be sent to all invited parties in the timeframe specified in Section 8.3 of the Standard Specifications.

The meeting can be held in person, virtually, or over the phone, as agreed upon by the Area Office and the Contractor. The Contractor is responsible for leading the meeting. The Area Office is responsible to ensure meeting minutes are taken, including details of unresolved items, and to distribute the minutes to principal stakeholders in the timeframe specified in Section 8.3 of the Standard Specifications.

Topics of discussion will include the Contractor's schedule, sequence of operations, utility issues, Department and Contractor personnel in charge, construction signing and traffic control, borrow pit information, haul routes, permit requirements, construction staking needs, contract administration, partnering relationships, conflict resolution, a thorough review of the plans and details, and safety.

Other topics may include coordination between contractors, coordination with railroad and utilities, anticipated problems, EEO/OJT/TERO requirements, DBE and labor compliance requirements, and measures necessary to keep the traveling public and surrounding landowners and residents aware of construction status and traffic flows.

A written record of the preconstruction meeting must be kept, and copies of the minutes will need to be forwarded to all affected parties and as noted at the bottom of the [DOT-271](#).

Adhering to the following procedures when working with contractors to prepare for and participate in preconstruction meetings will help ensure that contractors provide all required submittals before the preconstruction meeting or have made mutually agreeable arrangements with the Area Engineer or designee to provide those submittals in a timely manner.

Preconstruction Submittals

The Area Engineer or designee will:

1. Create a submittals list detailing the two types of required information:
 - a. the information required before scheduling a preconstruction meeting; and,
 - b. the information required before the Contractor begins related work.
2. Provide the Contractor with the forms [DOT-272](#), "[Contractor's Submittal List](#)" and [DOT-270](#), "[Authorization Form for Preconstruction Meeting](#)" within ten (10) business days of the date of the Notice to Proceed letter.
 - a. The form [DOT-272](#) includes proposed sequence changes, shop drawings, permits, certifications, mix designs, and documents relating to labor compliance, equal employment opportunity, and environmental requirements.
 - b. The SDDOT reserves the right to request additional information not included in the original list of required submittals.
3. Inform the Contractor that the Contractor is expected to make every reasonable effort to deliver the required submittals at the earliest possible time.
4. Ensure the Contractor's authorized representative completes the entire first page of the form [DOT-270](#), "[Authorization Form for Preconstruction Meeting](#)" and initials each proceeding section. Initials signify the Contractor comprehends each section.
5. Ensure the Contractor completes and provides all the information items on the form [DOT-272](#), "[Contractor's Submittal List](#)" before scheduling the preconstruction meeting.
6. Inform the Contractor that if they cannot complete and provide a submittal item required prior to scheduling the preconstruction meeting, the Contractor must contact the Area Engineer or designee to determine a mutually agreed-upon date when that required submittal will be completed and provided.
7. Not allow the Contractor to begin work on an item until the Contractor has provided the Area Engineer or designee with all required information for the applicable work item, and, if necessary, the appropriate office has approved the information.

8. Not agree to a preconstruction meeting date until the Contractor has provided all required submittals to the Area Engineer or designee, or the Contractor and Area Engineer or designee have agreed in writing about future delivery dates for outstanding required submittal items.

Preconstruction Meeting

- A. Within two (2) business days following the Contractor scheduling the preconstruction meeting, the Area Engineer or designee will prepare and send the Contractor a meeting confirmation and the form [DOT-271, "Preconstruction Meeting Outline"](#) which will list discussion items, including specific Department items, and inform the Contractor that the competent superintendent who will be working on the project is required to attend the meeting.
- B. The Area Engineer or designee will:
 1. Determine if the meeting will be held in person, by video methods virtually, or over the phone.
 2. Ensure the Contractor completes the form [DOT-271](#) and, if needed, has added any additional discussion items.
- C. The Contractor must send the meeting notice and completed [DOT-271](#) to the Area Engineer or designee, all subcontractors, all utility and affected railroad companies, and all suppliers at least five (5) business days before the preconstruction meeting.
- D. The Area Engineer or designee will:
 1. Send out the meeting notice and the completed [DOT-271](#) form to any other government entities, utility companies, and other principal stakeholders involved in the project at least three (3) business days before the preconstruction meeting.
 2. Provide the Contractor with the applicable required project bulletin board poster items.
 3. Ensure meeting minutes are taken including details of unresolved items as the Contractor leads the meeting, and distribute the minutes to principal stakeholders within five (5) business days following the preconstruction meeting.