Enter Project Name

**Contract No.: DCKA-YYYY-C-NNNN, FAP No.: YYYY-NNN**

## Pre-Construction Conference Agenda

1. Sign-in Sheet
2. Introduction
3. Project Introduction and Duration
4. Delegations of Authority, Contracting Officer and Contract Administrator
5. Change Order, Partial Payment, Unauthorized Work
6. Sub-contractors
7. Pre-construction survey/Video and camera Progress Photographs
8. Contractors Work Schedule (This is to be submitted at this meeting)
9. Schedule and Construction Cost adherence
10. Project Identification Sign, Traffic Maintenance, Detours
11. Storage Areas, Engineer Field Facility
12. Source of materials, material approval process, Quality Assurance Testing Procedure
13. Buy America Requirement for Federal-Aid Projects

Buy America policies require domestic manufacturing processes (all manufacturing processes including application of a coating) for all steel or iron products that are permanently incorporated in a Federal-aid highway construction project. Buy America also applies to any steel or iron component of a manufactured product regardless of the overall composition of the manufactured product (e.g. Buy America applies to the steel wire or steel reinforcing components of a precast reinforced concrete pipe). Please verify that the Buy America certifications are included.

1. Material Storage, Submittals and Correspondence
2. Progress Meeting
3. Working and Shop Drawings
4. Cooperation with other Contractors
5. Authority of Inspectors, Contractor’s Foreman and computation of quantities using AASHTO software
6. Compliance with contract documents
7. Progress Meeting
8. As-built Drawings
9. Safety, Neat and Clean Job Site
10. Utilities
11. Ethical Conduct
12. Labor Provision
13. Notice to Proceed
14. Other Related Issues
15. Permits
16. Residents/Public Interaction-Government official only
17. Tree Protection