# MoDOT

#### Missouri Department of Transportation

## Construction and Materials

###       Project Office

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### Fax:

### 1.888.ASK MODOT (275.6636)

Dear Sir or Madame:

Subject: Pre-Construction Conference
Contract ID
Job No.
Project No.
Route      ,       County

Congratulations on being awarded this contract. In order to allow more time at the pre-construction conference to discuss the specifics of the project, the following is a summary of the more general contract provisions and notes the submittals I would like to receive prior to our meeting. When you have had time to review this, please contact me to plan and schedule the meeting. These items will not be discussed unless you have questions.

All forms referenced in this letter are available on the MoDOT website at: [www.modot.mo.gov/business/contractor\_resources/forms.htm](http://www.modot.mo.gov/business/contractor_resources/forms.htm)

##### summary of contract provisions

Labor Provisions:

The Federal Government is participating in the cost of this project.

The contract goal for the amount of work awarded to DBE subcontractors is       percent of the contract price. Commercially Useful Function (CUF) determinations are required for each DBE designated in this contract, regardless of whether or not they are being used to achieve the DBE goal. Here is a link to MoDOT’s Engineering Policy Guide for information on the determination process: [EPG Category 146 - Disadvantaged Business Enterprise](http://epg.modot.org/index.php?title=Category:146_Disadvantaged_Business_Enterprise_%28DBE%29)

The number of trainees required on this project is      . The following forms must be submitted as required by the “OJT Training Special Provision” and the “Resource Manual for Equal Opportunity Contract Compliance.” The forms, special provision, and manual are available on the MoDOT website at: [www.modot.org/business/contractor\_resources/External\_Civil\_Rights/jobtraining.htm](http://www.modot.org/business/contractor_resources/External_Civil_Rights/jobtraining.htm)

* Trainee Notification (OJT-1)
* Monthly Trainee Report OJT-2)
* Trainee Completion Report (OJT-3)

Please submit a copy of the letter sent to the Office of Federal Contract Compliance (OFCCP) identifying the contract ID, job number, route, county, and a listing of all subcontractors with contracts over $10,000.

I will also need a letter with the name, address, and telephone number of your EEO officer and DBE liaison officer.

A bulletin board must be erected where employees congregate and must contain the following information:

* Prime & subcontractors’ signed EEO policies for subcontracts over $10,000
* Letter appointing EEO Officer (prime and subs) including name, address, & phone number
* "Equal Employment Opportunity is the Law"
* "Iqualdad de Oportunidad en al Empleo as La Ley" (Spanish Version)
* Form FHWA 1495 - Wage Rate Information
* Form FHWA 1495 A - Spanish Version
* Job Safety & Health Protection – OSHA 3165 (English)
* Job Safety & Health Protection – OSHA 3167 (Spanish)
* Federal Wage Rate (Order/Determination)
* Current State Wage Rate Order
* Your Rights – Federal Minimum Wage WH 1088
* Your Rights – Federal Minimum Wage WH 1088 (Spanish)
* Form PR-1022 - Title 18
* Notice to Employee Polygraph Protection Act – WH 1462 (English)
* Notice to Employee Polygraph Protection Act – WH 1462 (Spanish)
* Notice to Employees (Davis Bacon) -- WH 1321
* Notice to Workers with Disabilities Paid at Special Minimum Wage – WH 1284
* Your Rights Under Family and Medical Leave Act of 1993 – WH 1420
* Your Rights Under Family and Medical Leave Act of 1993 – WH 1420SP (Spanish)
* "Discrimination in Employment is Prohibited By Law in Missouri" – MCHR 9
* Notice requesting referral of minorities/women by present employees
* Notice to employees and applicants outlining available training programs offered by contractor

The requirements for the bulletin board apply to subcontractors as well as the prime. The bulletin board must be protected from weather elements and maintained from the start through the finish of the project. All jobsite posters are available on the MoDOT website.

Subcontracts:

The contractor shall physically attach a copy of the following document, located in the contract, to the subcontractor's copy of each subcontract.

* FHWA-1273 (Required Contract Provisions Federal-Aid Construction Contracts)
* U.S. Department of Labor Wage Rates and State Wage Rates

When the contractor submits a request to subcontract (Form C-220) to this office for approval, the following documents must be attached:

* The name, address, and telephone number of the subcontractor's EEO Officer. This must be on the subcontractor’s letterhead and identify the contract ID, job number, county, and route.
* A copy of the fully executed subcontract between the prime and the subcontractor when the subcontracted items are a partial amount or the subcontractor will apply towards the DBE.
* Subcontractor Certification Regarding Affirmative Action

Payrolls:

Certified payrolls must be submitted weekly to this office with all wage and job classifications listed in the contract. If work is temporarily suspended the last payroll should be marked “Last payroll until work resumes.” It will be your responsibility as the prime contractor to see that payrolls are submitted for yourself and all approved subcontractors.

For your convenience, a flow chart is available on the MoDOT website to help you to determine which suppliers must be paid prevailing wages. Please contact this office if you have any questions.

Traffic Control:

Safety is MoDOT’s highest priority. Traffic control requirements are included in the design plans and special provisions for this project. All traffic control devices shall be in accordance with the *Manual for Uniform Traffic Control Devices* (MUTCD) and any applicable safety and design codes.

##### To Be Submitted Prior To Pre-construction Conference

Progress Schedule:

A progress schedule must be submitted in accordance with Standard Specification 108.4. The schedule should be made from a production standpoint and in sufficient detail to allow tracking of the major items of work. It should indicate the working days or calendar days expected to complete the major items.

If you are unsure about your schedule, please give me as much information as you can and submit a revised schedule as soon as possible.

Quality Management

If this contract contains a Quality Management Job Special Provision, your Quality Management Plan (QMP) must be submitted and approved before any work may begin on the project. Please remember to provide adequate time for this process when asking to schedule the pre-construction conference and your work.

Traffic Control Personnel:

As per Standard Specification 616.3.4, submit the name of a designated trained person responsible for implementing the traffic management plan and other safety and mobility aspects of the project. Include the name of that person, proof they successfully completed MoDOT’s Advanced Work Zone course, ATSSA’s Traffic Control Supervisor course or an approved equivalent training course, and a 24-hour contact number for that person.

Erosion Control Plan:

You are to submit your methods to limit erosion on this project while under construction along with your schedule to incorporate the permanent erosion control features into this project.

Authorized Representatives:

I need a letter delegating your project superintendent and persons with authority to sign change orders and other necessary documents.

I need the name and telephone number of persons to contact in emergencies or after hours.

I have delegated authority to my inspectors to make decisions in the field with regard to routine contract compliance. Your project superintendent should have the same authority.

Project Documentation:

You will be required to submit an "Electronic Documentation Choice Request Form" indicating the method by which you wish to send and receive project documentation, including your estimate summaries. This form is required for each contract and is available on the MoDOT website.

Materials:

All materials must be state inspected prior to being incorporated into the project. Before installation of portable-mounted construction signs, NCHRP 350 sign certifications must be submitted and approved at this office.

All concrete and asphalt plants must be calibrated prior to use.

The District Construction and Materials Engineer is       and the telephone number is      .

To expedite inspection and testing of material, the contractor shall submit a list of proposed sources of material to the engineer at the pre-construction conference or two weeks prior to beginning work, whichever is earlier. The list shall include each line number involving material components, each material component for each line, and the proposed supplier of each material. The District Construction and Materials Engineer should be contacted to transfer inspection from other projects. Both the approved producer-supplier list and transfer request form are available on the MoDOT website.

Please bring a list of certified testing personnel who will be performing acceptance tests on the project. Credentials of these individuals will be verified.

Job mixes should be submitted for approval as soon as possible. If a new job mix formula is required, Section 400 of the *Missouri Standard Specifications for Highway Construction* requires it to be submitted at least 30 days prior to the mixture being placed.

For base aggregate and PCCP aggregates, all parties shall follow the QC/QA requirements laid out in Sections 304 and 502 of the *Missouri Standard Specifications for Highway Construction*. This includes compaction standard test results, QC sampling and testing, retained QC/QA split samples and all corresponding documentation.

Value Engineering:

You are encouraged to take advantage of your ideas for Value Engineering. The Value Engineering Proposal (C-104) is available on the MoDOT website. To avoid delays, please follow the directions on the form carefully.

Prevailing Wage Compliance Affidavit

The Missouri Division of Labor Standards requires an Affidavit for Compliance with Prevailing Wage Law be obtained from the prime contractor and all sub-contractors prior to final payment. This affidavit is available on the MoDOT website. It will be your responsibility as the prime contractor to submit the completed affidavit for yourself and all sub-contractors.

Utilities:

Any utility forms you might need are located on the MoDOT website.

A conflict resolution flow chart is located on the MoDOT website. Please review the flow chart, as this will be discussed at the preconstruction conference.

Please feel free to contact me if you have any questions or if I may help you in any way. I look forward to working with you on this project.

Sincerely,

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| --- | --- |
| Or | [ ] Sent Electronically |
| Responsible Person: |       |
| Date: |       |

Resident Engineer

Copies: District Office
File