



Project Management Procedure

SUBJECT: PRE-CONSTRUCTION CONFERENCE	NUMBER PMO-13.2
RESPONSIBILITY: PROJECT MANAGER	EFFECTIVE DATE: July 1, 2011
	SUPERSEDES: PMO-13.1
STATE LOCATION AND DESIGN ENGINEER APPROVAL: <u>Original with signature on file in Project Management Office</u> State Location and Design Engineer	

TASK:	Schedule and conduct Pre-Construction Conference
PURPOSE:	This procedure outlines the actions required to prepare for and conduct the Pre-Construction Conference between VDOT and the selected Prime Contractor for the project. The Project Manager is responsible for guiding the project through the Pre-Construction Conference process.
STEPS:	<ol style="list-style-type: none">1. Confirm the project status is ‘Awarded’.2. Review and become familiar with project documents i.e. contract, plans, special provisions, specifications, copied notes, etc. Provide a copy of these documents to the Project Inspector.3. Add the Project Inspector as a Team Member in iPM.4. Coordinate with the Prime Contractor on an acceptable conference date.5. Secure site for the conference. Facility requires sufficient space to review plans and contract documents.6. Identify and invite the necessary individuals to the conference, the following is a list of potential invitees:<ul style="list-style-type: none">• Development Project Manager• Representatives of the District Office (Structure and Bridge Engineer, Traffic Engineer, Utilities Engineer, Materials Engineer, Environmental Manager, Contract Manager, and the Civil Rights Manager).

	<ul style="list-style-type: none"> • Residency Administrator and Principal Assistants. • Area Construction Engineer, Construction Manager, and Project Inspector. • Contractor and principal personnel. • Representatives of the utilities involved. • Municipal or County Representatives, if appropriate. • Railroad officials, if applicable. • Any other interested parties involved. <p>7. Develop agenda prior to the conference and distribute to the participants.</p> <p>8. Conduct Conference and record the minutes of the conference along with participant attendance.</p> <p>9. Verify Notice to Proceed (either form C-7, copied note or by letter to the contractor) is uploaded into iPM Documents.</p> <p>10. Address and coordinate a resolution to all comments and concerns that were not resolved at the conference.</p> <p>11. Upload into iPM the minutes of the conference along with any resolutions to issues identified during or subsequent to the conference.</p>
TOOLS AND RESOURCES:	<p>"iPM and User's Guide</p> <p>"PMBOK, Chapter 10, Project Communication Management</p> <p>"Project Change Control Form (PM-102)</p> <p>"Risk Management Form (PM-103)</p>
DELIVERABLES	<p>1. Submittals and schedules received for the project as listed but not limited to:</p> <ul style="list-style-type: none"> Sequence of Construction Contractor's Performance Evaluation Operating Schedules Schedule of Values Time Schedule and Completion Date requirements Subcontractor Agreements Required Licenses and Permits Safety Program and appointed Safety Officer List of Suppliers Mix Designs List of Employees and their Wage Rates Traffic Management Plan (TMP) <p>2. Ground rules set for communication, issue resolution, and change</p>

	management.
DELIVERABLE SAMPLES	Pre-Construction Meeting Agenda Pre-Construction Meeting Minutes
DESCRIPTION	As soon as possible after the project has been awarded, the Construction Project Manager arranges a Pre-Construction conference with the Contractor and interested parties for the purpose of reviewing the contract, proper project protocol and procedure, construction details, proposed schedules, utility coordination, etc. During the Award stage and prior to the Pre-Construction conference, the Area Construction Engineer, Construction Project Manager and the Development Project Manager meet to review the plans and contractual documents in order to facilitate a smooth transition from the development stage to the delivery stage.