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| * Name of Full Time Municipal Employee in responsible charge of this project:
* Introductions – explanation of respective roles
 |  |
| * Importance of project files / records (3 years for audit purposes)
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| **Status of submission of Bonds & Insurance:*** Compliance Bond
* Labor & Materials Bond
* Certificate of Insurance
 |  |
| **Civil Rights Requirements:*** The VAOT MAS Representative will read through the [***Civil Rights Requirements talking points***](https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/MAB%20Documents%20Library/B%20Federal%20Aid%20Projects/III%20Construction%20Phase/4%20Civil%20Rights/Civil%20Rights%20Compliance%20Requirements%20-%20PCC%20Talking%20Points.doc)
* The Prime contractor shall report monthly to the construction inspector using the [***MAB Prompt Pay Monthly Report form***](https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/MAB%20Documents%20Library/B%20Federal%20Aid%20Projects/III%20Construction%20Phase/4%20Civil%20Rights/MAB%20PromptPayMonthlyReport.doc).
* Each Payroll must include a [***Statement of Compliance* *(Wh347 form)***](https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/MAB%20Documents%20Library/B%20Federal%20Aid%20Projects/III%20Construction%20Phase/4%20Civil%20Rights/Certified%20payroll%20form_wh347.pdf)
 |  |
| **Contractor Emergency Contacts, Competent Safety Officer, and Roadway Restrictions:*** The contractor shall complete the [**Emergency Contact & 511 Information Form**](https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/MAB%20Documents%20Library/B%20Federal%20Aid%20Projects/III%20Construction%20Phase/8%20Work%20Zones%2C%20Emergency%20Contact%20and%20511%20Information/Emergency%20Contact-511%20Form_May%202019.xlsx) and submit to the RE prior to receiving the Notice to Proceed**.**
* If construction stops for the winter season, the 511 form shall be resubmitted to the RE and the Transportation Management Center (TMC) again in the spring when construction resumes.
* If the 511 form indicates a roadway restriction or proposed speed reduction, the RE shall submit a Notification of Roadway Restrictions form to the contacts listed on the form. (This form is intended to be used for long term restrictions such as one-way traffic on bridges and one-way detours, but not for daily restrictions controlled by flaggers of Uniformed Traffic Officers UNLESS oversize vehicles will not be able to pass through.)
 |  |
| **Environmental Concerns (Spec # 105.23):*** Unless otherwise required by Contract to comply with Subsection 653.03, the Contractor shall submit a plan in writing for the prevention of erosion and control of sedimentation and pollution on the Project and on associated access roads, material waste and borrow areas, and staging areas. A [***Notice to Proceed***](https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/MAB%20Documents%20Library/B%20Federal%20Aid%20Projects/III%20Construction%20Phase/2%20Construction%20Procurement/Notice%20to%20Proceed.pdf)will not be issued until the plan has been found to be in Conformance. No work shall be started until the EPSC plan is approved by the Resident Engineer.
* Review any permit conditions which must be complied with.
* [Construction General Permit (CGP) for Stormwater Runoff from Construction Sites 3-9020](https://dec.vermont.gov/watershed/stormwater/permit-information-applications-fees/stormwater-construction-discharge-permits)

**Non-jurisdictional (less than 1 acre disturbance):** Spec. 105.23 = Low Risk Site Handbook can qualify as the EPSC plan. Spec. 653.03 = Contractor to provide site specific EPSC plan.**Jurisdictional (1 acre or more disturbance):*****Low Risk***: Low Risk Site Handbook can qualify as the EPSC plan.***Moderate Risk****:* Contractor to provide Site specific EPSC plan. ***Individual Permit:*** Not eligible for coverage under CGP 3-9020. Requires site specific EPSC plan.  |   |
| **Waste, borrow and staging areas (Spec #105.25):*** If the area is in conformance with other exempt sites, the VTrans [*Off-site Activity* ***Exemption Record***](https://vtrans.vermont.gov/sites/aot/files/highway/documents/environmental/Off-Site%20Activity%20Exemption%20Record.pdf)may be used in lieu of a full submittal using VTrans[*Off-Site Activity* ***Submittal Form***](https://vtrans.vermont.gov/sites/aot/files/highway/documents/environmental/Off-Site%20Activity%20Submittal.pdf)**.**
* *Off-site Activity* ***Exemption Records***are submitted to the Resident Engineer. Full *Off-site Activity* ***Submittal******Forms*** must be submitted to the RE and Karen.Spooner@vermont.gov.
* *Off-site Activity* ***Submittal Forms*** should be submitted at least 21 calendar days prior to the planned utilization of the area.
* The contractor shall not perform any preparatory work or make use of a waste borrow or staging area until approval (in the form of an Off-Site Activity Review form) is received from VTrans Environmental Section.
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| **Permit conditions that must be complied with:*** List each permit (reference bid documents).
* Discussion of any special conditions on each of the permits
 |  |
| **Review of project special provisions and Specifications:*** Use of [***VTrans 2018 Standard Specifications for Construction***](https://outside.vermont.gov/agency/VTRANS/external/docs/construction/02ConstrServ/PreContract/2018SpecBook/2018%20Standard%20Specifications%20for%20Construction.pdf)
* Any special provisions that warrant discussion?
 |  |
| **Review of Buy America provisions (Spec # 107.22):*** All steel or iron products permanently incorporated into federal-aid projects shall be products that have been entirely manufactured within the United States as per 23 U.S.C. § 313 and 23 C.F.R. § 635.410.
* Buy America provisions do not prevent a minimal use of foreign materials, provided the cost of foreign materials used does not exceed 0.1% of the total Contract price or $2,500, whichever is greater.
* The Infrastructure Investment and Jobs Act (Public Law 117-58) includes the Build America, Buy America Act (Public Law 117-58, Division G, Title IX). The Office of Management and Budget issued memorandum M-22-11 to provide guidance on the law. All construction materials, as defined in the law, that are permanently incorporated into federal-aid projects shall meet Build America, Buy America requirements.
* The [BABA Certification form](https://vtrans.vermont.gov/sites/aot/files/highway/documents/construction/Buy%20America%20Certification%20Form.pdf) will be signed by the contractor and submitted to the RE prior to demobilization. Applicability of Buy America and Build America per specification can be found in the link provided.
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| **Contract document precedence (Spec. # 105.05):**1. Project Permits
2. Special Provisions
3. Contract Plans (Calculated dimensions before scaled dimensions)
4. Standard Design Detail Sheets
5. Standard Drawings (Calculated dimensions before scaled dimensions)
6. Standard Specifications for Construction
7. Specifications Incorporated by Reference
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| **Plans and Working Drawings (Spec # 105.03):*** Identify any items which require [working drawing submittals](https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/MAB%20Documents%20Library/B%20Federal%20Aid%20Projects/III%20Construction%20Phase/1a%20Construction%20Inspection/Working%20Drawings%20Guidance.pdf).
* Working drawings submitted to detail work that has not been designed and detailed in the contract plans shall be designed, detailed, and stamped by a professional engineer, submitted to the RE, and reviewed for conformance by the design engineer.
* The contractor shall submit the required drawings or procedures in advance of the proposed work and allow for an initial review period of 21 days.
* Shop drawing submittals under section 506 – Structural Steel should be submitted via email to the VAOT Structural Steel Fabrication Engineer and the VAOT Project Manager.

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| **Traffic Control Plan (TCP) and Work Zone Safety & Mobility (Spec # 104.04):*** All facilities to be used by the traveling public, including temporary highways, bridges, sidewalks, and approaches as necessary to accommodate the vehicular or pedestrian traffic diverted from the facility undergoing improvements, shall be provided, and maintained in a safe and passable condition.
* All TCPs and devices must conform to the latest edition of the [***MUTCD***](https://mutcd.fhwa.dot.gov/pdfs/2009r1r2/mutcd2009r1r2edition.pdf) and be approved by the RE prior to placement (14 days prior to implementation).
* Inspector/RE to make changes if plan is not working, cost incidental to TC item(s)
* During working hours, the Contractor shall maintain, at a minimum, alternating one-way traffic unless otherwise shown on the Plans or directed by the Engineer.
* Wherever one-way traffic is being maintained by the contractor, the traveling public shall not be delayed more than 10 minutes per operation, 15 minutes cumulative for project.
* Two-way traffic shall be re-established during all holiday periods, temporary shutdowns, and any other periods designated by the Engineer.
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| **Access Permit - 19 V.S.A. §1111 (if applicable):*** Contractor must sign onto permit as a co-applicant at the Pre-con. Meeting (only for State Highways)
* A copy of the signed permit cover shall be provided to VTrans Permitting & the DTA.
* Be aware of work period noted on permit.
* Special conditions
* The DTA must be invited to the substantial completion walkthrough and final inspection.
 |  |
| **Notice to Proceed (Spec #108.02):*** The contractor shall not commence construction operations until contract bonds have been filed, the RE has approved the EPSC plan, the TCP plan, the progress schedule (108.03), and the municipality has issued the contractor a[***Notice to Proceed***](https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/MAB%20Documents%20Library/B%20Federal%20Aid%20Projects/III%20Construction%20Phase/2%20Construction%20Procurement/Notice%20to%20Proceed.pdf)***.***
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| **Project Stakeout:*** Contractor is responsible for laying out the project (Bid Documents - Project Special Provisions – Section 105 - CONTROL OF THE WORK)
* Control and/or digital files may be obtained from the design engineer.

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| **Sub-contractors (Spec # 108.01):*** The Prime Contractor will provide the names of any known Subcontractors that will be

working on the project at the time of the Preconstruction Conference.* The Contractor shall perform Contract work with its own organization amounting to at least 50% of the total Contract work amount, minus “specialty items.”
* Each subcontract agreement shall be submitted to the Resident Engineer and include all items listed on the [***Sub-contract Instruction & Check-off Sheet***](https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/MAB%20Documents%20Library/B%20Federal%20Aid%20Projects/III%20Construction%20Phase/5%20Contracts%20and%20Sub-Contracts/Subcontract%20Instruction%20Checkoff%20Sheet.docx)
* A[***sub-contractor approval form***](https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/MAB%20Documents%20Library/B%20Federal%20Aid%20Projects/III%20Construction%20Phase/5%20Contracts%20and%20Sub-Contracts/Sub-Contractor%20Approval%20Form.pdf)for each sub-contract will be filled out by the RE and submitted to the VAOT MAS Representative.
* Subcontractors are not permitted to work on a project until formal subcontract approval has been given by the RE, the Municipality (or their representative) and the VAOT Project Supervisor/Manager.
* No Subcontractor shall re-sublet, assign, sell, transfer, or otherwise dispose of any

portion of the work they have been approved to perform without written consent by the RE, the municipality, and VTrans. * Vermont’s Prompt pay statute requires payment from prime contractor to sub-contractors within 7 days of the prime contractor receiving payment.
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| **Materials testing and certification:*** Fabricators/suppliers should be aware of certification/testing requirements
* All materials should be known to meet the specifications before they are incorporated into the work.
* No payment shall be paid to the contractor until compliant test results are received by the engineer.
* The contractor shall notify the engineer of the proposed sources of materials at least 96 hours prior to delivery (Spec # 106.01).
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| **Good public relations:*** Traveling public, abutting property owners, and business owners (as applicable).
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| **Legal Loads:*** Must be legally loaded or have permit for overload
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| **ROW Discussion:*** Must stay within the project construction limits of plans unless contractor obtains permission from property owner.
* Copies of property owner permission must be provided to Resident Engineer prior to entry.
 |  |
| **Pedestrian Temporary Traffic Control:*** The contractor shall provide a Temporary Pedestrian Access Route (TPAR) for review and written approval by the resident engineer a minimum of three weeks before such plan is implemented. This plan shall detail the construction phasing and schedule and the specific methods of maintaining safe pedestrian access throughout the construction area. This plan shall provide the location and details of temporary construction signing, markings, barricades, channelizing devices, TPARs and methods to maintain access to adjacent properties, businesses, residences, etc.
* The contractor shall maintain pedestrian through movements from one end of the construction area to the other, on at least one side of the street during construction. Any sidewalk closures shall meet the requirements of the Manual on Uniform Traffic Control Devices (MUTCD), Part 6.
* Pedestrian access shall be provided to all adjacent properties, buildings, residences, commercial properties and transit stops. This may include temporary walkways spanning the construction area.
* Individual channelizing devices, tape, or rope used to connect individual devices, discontinuous barriers and pavement markings are not detectable by persons with visual disabilities. These measures do not provide acceptable path guidance on temporary or re-aligned sidewalks or other pedestrian facilities.
* Channelizing devices on both sides of the TPAR shall include a continuous solid top and bottom rails. The top edge of the top rail shall be between 32 inches and 38 inches above the ground level. The bottom rail shall be at least 6 inches wide, with the bottom edge of the bottom rail surface no higher than 2 inches above the ground.
* If the TPAR is adjacent to moving traffic, construction operations/equipment, or drop-offs, then crashworthy channelizing devices that meet the requirements of the MUTCD shall be used.
* The contractor shall not store or place any construction materials, equipment or signs in the pedestrian path of travel.
* Provision of the TPAR and all its elements, including but not limited to signs, channelizing devices, barricades, temporary curb ramps, temporary pavement markings and other traffic control devices is to be paid for incidental to Traffic Control (Item 641.10).
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| **Change Orders:*** No change in design without a written order from the inspector to the contractor (some changes will require approval from the design engineer - all [***Change Orders***](https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/MAB%20Documents%20Library/B%20Federal%20Aid%20Projects/III%20Construction%20Phase/10%20Change%20Orders%20and%20Written%20Orders/Change%20Order%20Form.pdf) require approval from the MAS Project Manager).
* A Change Order must be processed for any material substitutions on the project.
* To initiate the change order process, the contractor must provide the justification, price, materials, time to complete, and a new completion date for all work. The change order shall be approved by the RE and the municipality before submittal to VTrans.
* Final eligibility and acceptance will be determined by MAS Project Manager.
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| **Requests for Information*** If there are any discrepancies identified on the plans or questions on the design, the contractor shall submit a Request for Information (RFI) to the design engineer for clarification prior to installation of questionable items. Incorrectly installed items shall be removed and reset at the contractor’s expense.
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| **Substantial Completion & Liquidated Damages (Spec # 108.12):*** Substantial Completion date?
* No Liquidated damages will be assessed after the Substantial Completion inspection and certification has been completed.
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| **Final Inspection / Completion and Acceptance (Spec # 105.19):*** Upon notice from the contractor of their intent to achieve Substantial Completion, the RE will review the work and issue a Written Order if the project has achieved Substantial Completion. This written order documents the date on which the project achieved Substantial Completion.
* The RE will arrange a date for the final inspection of the work. All invitees from pre-construction meeting shall be invited. The District Transportation Administrator (DTA) shall be invited if project is on the state highway system. As a result of the final inspection, a final punch list will be developed and provided to the superintendent.
* Once the punch list is completed the contractor shall notify the RE. The RE and a town representative shall inspect the work and either inform the contractor that more work is needed or inform them in writing that the project is complete and accepted.
* The DTA will record the project acceptance date on the Access Permit, sign and return it to the Project Supervisor (only applicable for projects on the state highway system).
* If the contract construction is completed to the satisfaction of the MPM, the contractor will be informed in writing immediately following the inspection that the Acceptance Date is the date of the inspection.
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