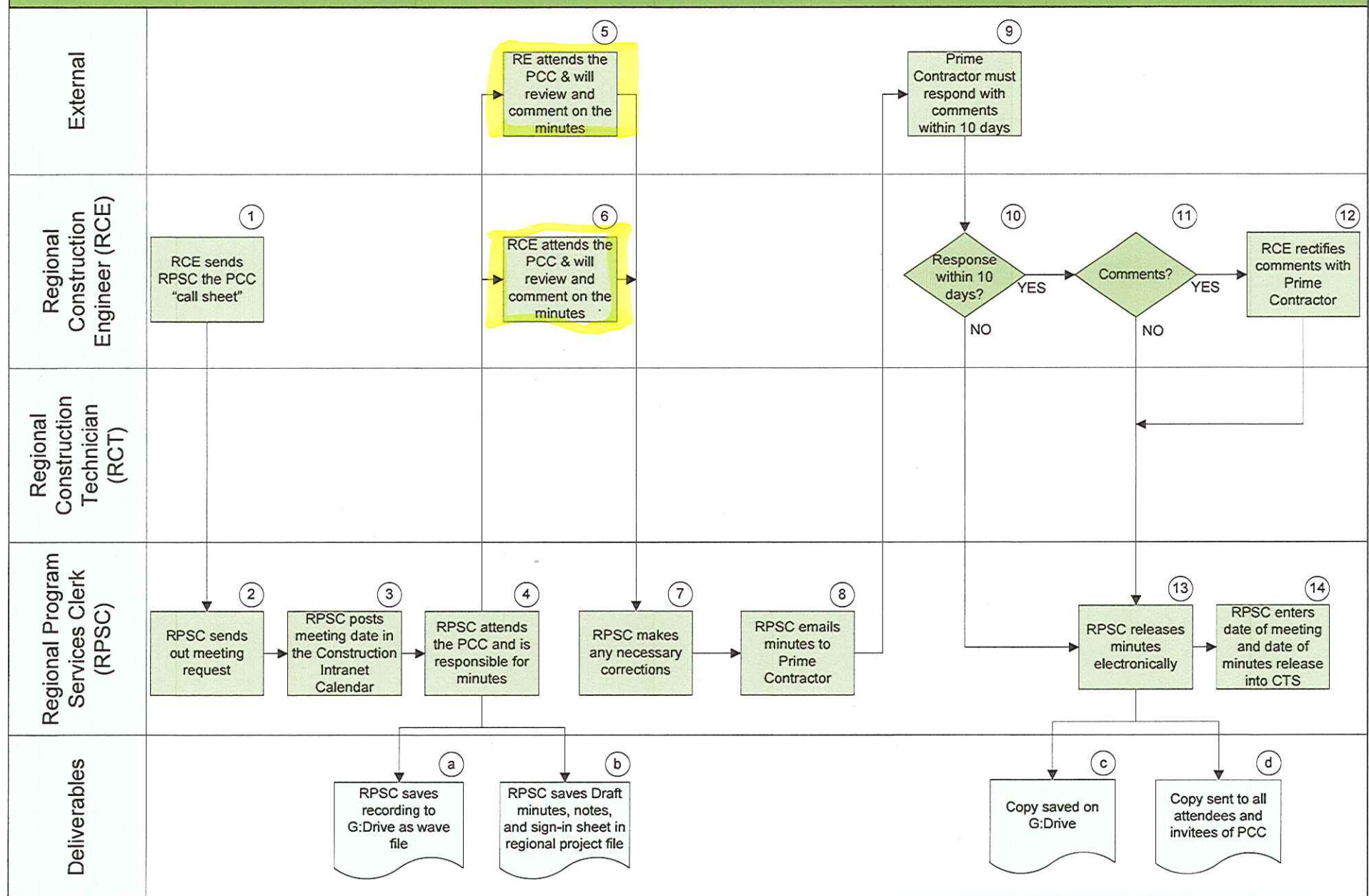


{ Tab 14 }

Preconstruction Conference Process



Preconstruction Conference Process
Work Instructions

Revision Date: March 20, 2013
Revision No: 2
Author: NE Region

Process Steps	Available Step Aides	Key Activities	Points of Interest
1. Regional Construction Engineer (RCE) sends Regional Program Services Clerk (RPSC) the Preconstruction Conference (PCC) "call sheet"		RCE sends RPSC PCC "call sheet" which includes names of persons associated to the project	Invitees are determined based on type of project (plans and contract or proposal are used) 7-14 days notice
2. Regional Program Services Clerk (RPSC) sends out meeting request		RPSC sends out meeting request in Outlook to all parties	Preconstruction Conference (PCC) is normally scheduled sometime soon after the contract has been fully executed, but may be scheduled after the award letter if the contractor is anxious to get the project started or if an emergency situation is warranted. On projects let in the fall that weren't started, the PCC may be held closer to the contractor's start date.
3. Regional Program Services Clerk (RPSC) posts meeting date in the Construction Intranet Calendar	PCP1	RPSC posts meeting date in the Construction Intranet Calendar	Construction Intranet Calendar is part of the Program Development Division (PDD)/Construction Team Site on the VTrans SharePoint site
4. Regional Program Services Clerk (RPSC) attends the Preconstruction Conference (PCC) and is responsible for minutes		RPSC attends the PCC and is responsible for minutes. The minutes will be recorded by hand and by voice recorder	
5. RE attends the PCC & will review and comment on the minutes		Copy of minutes sent to RE for review	
6. RCE attends the PCC & will review and comment on the minutes		Copy of minutes sent to RCE for review	
7. Regional Program Services Clerk (RPSC) makes any necessary corrections and discussions		RPSC makes any necessary corrections to the minutes recognized by the Regional Construction Engineer (RCE) and/or Resident Engineer (RE)	
8. After Review Regional Program Services Clerk (RPSC) emails minutes to Prime Contractor		After Review RPSC emails minutes to Prime Contractor	
9. Prime Contractor must respond with comments within 10 days		Prime Contractor must respond with comments within 10 days	
10. Response within 10 days?		If yes, go to Step 11 If no, go to Step 13	

Preconstruction Conference Process
Work Instructions

Revision Date: March 20, 2013
Revision No: 2
Author: NE Region

Process Steps (cont'd)	Available Step Aides	Key Activities	Points of Interest
11. Comments?		If yes, go to Step 12 If no, go to Step 13	
12. Regional Construction Engineer (RCE) rectifies comments with Prime Contractor		RCE rectifies comments with Prime Contractor	
13. Regional Program Services Clerk (RPSC) releases minutes electronically		RPSC releases minutes electronically	
14. Regional Program Services Clerk (RPSC) enters date of meeting and date of minutes release into Construction Tracking System (CTS)	PCP2	RPSC enters date of meeting and date of minutes release into CTS	
Deliverables	Available Step Aides	Key Activities	Points of Interest
a. Regional Program Services Clerk (RPSC) saves recording to G:Drive as wave file		RPSC saves voice recording to G:Drive as wave file	i.e. pccminutes.wav
b. RPSC saves draft minutes, notes, and sign-in sheet in regional project file		RPSC saves draft minutes, notes, and sign-in sheet in regional project file	
c. Copy saved on G:Drive		Copy saved on G:Drive in Project Correspondence	
d. Copy sent to all attendees and invitees of Preconstruction Conference (PCC)		RPSC sends copy to all attendees and invitees of PCC	

**Vermont Agency of Transportation
Program Development Division
Construction Section**

Instructional Sheet: PCP1 – Entering Events in the Construction Intranet Calendar

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

To enter events in Construction Intranet Calendar:

1. Log into Citrix
2. Click on the Construction Intranet Icon
3. Click OK
4. Go to General Information and click on Calendar of Events
5. Once the Calendar comes up select the month you want in the upper left corner of the screen – to the right will show a calendar for the entire month.
6. Click on the date in the calendar you want
7. Click on new and enter the appropriate information according to the time of the meeting
8. Then click okay and exit out of the calendar

VTrans Working to Get You There Vermont Agency of Transportation

Construction Team Site

VTrans SharePoint Home Executive Staff Operations Division Program Development Division Policy and Planning

Agency of Transportation Intranet Site > Program Development Division Team

Calendar

Use the Calendar list to keep informed of upcoming meetings, deadlines, and other important events.

New Actions

< > March, 2012

Sunday	Monday
26	27
	28 8:00 PM Construction Meeting
4	5
	6

Today is Friday, March 09, 2012

View All Site Content

Documents

- Shared Documents

Lists

- Calendar

Calendar: New Item

Agency of Transportation Intranet Site > Program Development Division Team Site > Construction Team Site > C

Attach File

* indicates a required field

Title *

Location

Start Time *

3/9/2012

9 AM

00

End Time *

3/9/2012

9 AM

00

Description

All Day Event

☐ Make this an all-day activity that doesn't start or end at a specific hour.

Recurrence

☐ Make this a repeating event.

Workspace

☐ Use a Meeting Workspace to organize attendees, agendas, documents, minutes, and other details for this event.

OK

Cancel

**Vermont Agency of Transportation
Program Development Division
Construction Section**

Instructional Sheet: PCP1 – Entering Events in the Construction Intranet Calendar

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

To edit events you already have entered into the Calendar:

1. Log into Citrix
2. Click on the Construction Intranet Icon
3. Click OK
4. Go to General Information and click on Calendar of Events
5. Once the Calendar comes up select the month you want in the upper left corner of the screen – to the right will show a calendar for the entire month.
6. Click on the meeting in the calendar you want
7. This will open the existing meeting and give you options for: New Item, Edit Item, Delete Item, Alert Me, or Export Event
8. Select Edit Item and type any changes
9. Click on close and exit out of the calendar

Agency of Transportation Intranet Site > Program Development Division Team Site > Construction Team Site > Calendar: Preconstruction Conference for Statewide Northeast

Close

New Item | **Edit Item** | Delete Item | Alert Me | Export Event

Title Preconstruction Conference for Statewide Northeast Region STP HRRR(8)

Location NE Regional Office, 347 Emerson Falls Road, Suite 5, St. Johnsbury, VT 05819

Start Time 3/19/2012 10:00 AM

End Time 3/19/2012 12:00 PM

Description

All Day Event

Recurrence

Workspace

Created at 2/27/2012 11:44 AM by [Cindy Hastings](#)
Last modified at 2/27/2012 11:44 AM by [Cindy Hastings](#)

Close

Calendar: Preconstruction Conference for Statewide Northeast

OK Cancel

Attach File | X Delete Item * indicates a required field

Title " Preconstruction Conference for Statewide Northeast Region STP HRRR(8)

Location NE Regional Office, 347 Emerson Falls Road, Suite 5, St. Johnsbury, VT 05819

Start Time " 3/19/2012 10 AM 00

End Time " 3/19/2012 12 PM 00

Description

All Day Event ☐ Make this an all-day activity that doesn't start or end at a specific hour.

Recurrence ☐ Make this a repeating event.

Workspace ☐ Use a Meeting Workspace to organize attendees, agendas, documents, minutes, and other details for this event.

Created at 2/27/2012 11:44 AM by [Cindy Hastings](#)
Last modified at 2/27/2012 11:44 AM by [Cindy Hastings](#)

OK Cancel

**Vermont Agency of Transportation
Program Development Division
Construction Section**

Instructional Sheet: PCP2 – Preconstruction Date in Construction Tracking System (CTS)

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

1. Log in to CTS
2. Click on Find Contract (highlighted in yellow) and choose appropriate project
3. Click on Milestones tab
4. Tab to Preconstruction meeting date and enter the date that the Preconstruction was held
5. After 10 day acceptance of minutes from Contractor time is up, enter date minutes were released on same tab under Preconstruction report date following steps 1 through 3 above
6. Click on save button upper left hand corner of screen

The screenshot displays the 'Construction Tracking System - [Contracts]' window. The 'Find contract' button is highlighted in yellow. The 'Milestones' tab is selected and circled in red. Below the tabs, the 'Entered by: Regional Clerk' is noted. The form contains two columns of date fields with dropdown menus for selection (SM, PFMS, N/A). The 'Preconstruction meeting date' and 'Preconstruction report date' fields are circled in red. The 'Milestones Comments' section is at the bottom.

Field	Value	Unit
Date of bid letting	1/7/2000	(SM)
Contract date	1/19/2000	(SM)
Working days	302	(SM)
Contract completion date	11/17/2000	(SM)
Adjusted completion date	11/17/2000	(SM)
Contract interim completion date	<input type="checkbox"/> N/A	
Notice to proceed date	1/21/2000	(SM)
Preconstruction meeting date	2/4/2000	
Preconstruction report date	2/22/2000	
Construction began date	2/15/2000	(SM)
Actual interim completion date		
Substantial completion date	11/21/2000	(SM)
Limited C-A issued date		
Actual completion date	1/21/2002	(PFMS)
Final inspection date	11/15/2000	(PFMS)
Acceptance date	1/21/2002	(PFMS)

-Any issues encountered with CTS, including passwords & logins, should be reported to the Construction Section Computer Technician (CSCT) in Headquarters and Laurie Bean, with a cc to the appropriate Regional Construction Technician (RCT)

PCP2 – Preconstruction Date in Construction Tracking System (CTS)