

Missouri Department of Transportation

1.888.ASK MODOT (275.6636)

Dear Sir or Madame:

Subject: Pre-Construction Conference

Congratulations on being awarded a contract on the subject project. In order to allow more time at the pre-construction conference to discuss the specifics of the project, I am providing the following information as a summary of the more general contract provisions, including the documents you need to submit to my office prior to our meeting. Many of these items will not be discussed at the meeting unless you have specific questions. Please contact me at your earliest convenience to schedule the meeting.

Submittal of all correspondence, forms, change orders, payrolls, etc. shall be paperless (i.e. in digital format). Paper documents will not be accepted, except as noted elsewhere in this letter. All forms referenced in this letter are available on the MoDOT website at:
www.modot.mo.gov/business/contractor_resources/forms.htm

Documents that require a contractor signature shall be signed with a digital signature by a company representative that you have authorized to sign documents. If you have not already registered the digital identification of your designated signees with the MoDOT Construction Division, please do so as soon as possible to avoid any delays. A Quick Reference Guide to assist you with this one-time process is available in Section 101 of the MoDOT Engineering Policy Guide (EPG), or at the following link: [Quick Reference Guide](#)



SUMMARY OF CONTRACT PROVISIONS

Labor Provisions:

The Federal Government is participating in the cost of this project. Please submit to me a digital letter stating the name, address, and telephone number of your EEO officer and DBE liaison officer.

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 the EPG for information on the determination process: [EPG Category 146 - Disadvantaged Business Enterprise](#)

The number of trainees required on this project is

When trainees are utilized, the following forms must be submitted as required by the “On the Job Training Special Provision” and the “Resource Manual for Equal Opportunity Contract Compliance.” The forms and manual are available on the MoDOT website at:

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)

Required Notices and Posters

A bulletin board must be erected where employees congregate and must contain all notices and posters listed in [EPG Category 110.2](#) . The bulletin board posters 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:

Submit electronically a Request to Subcontract Work ([Form C-220](#)) for each proposed subcontractor prior to any work being performed by that subcontractor. Detailed instructions are provided with the form, including a list of submittals that might be required and guidance on how to designate a second tier subcontract request. Submit these forms by email as early as possible to avoid delays in approval.

Payrolls:

Digital certified payrolls must be submitted weekly to this office with all wage and job classifications listed in the contract. Paper submittals will not be accepted. It will be your responsibility as the prime contractor to see that payrolls are submitted for yourself and all approved subcontractors for each week in which work is performed by each subcontractor.

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.

TO BE SUBMITTED ONE WEEK PRIOR TO THE 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 time expected to complete each of the major items and the anticipated completion date.

Contractor Quality Control

Submit all Quality Control Plans required for this contract, as well as a list of the certified testing personnel who will be performing acceptance tests on the project.

Traffic Control:

Submit the name and 24-hour contact number of your designated traffic control Work Zone Specialist who will be responsible for implementing the traffic management plan and other safety and mobility aspects for this project. Include proof that your WZ specialist is currently certified in Advanced Work Zone Training per Sec. 616.3.3. Before installation of roadside safety devices, you must provide certification that the device meets the crash test criteria contained in the NCHRP Report 350 or the ASSHTO Manual for Assessing Safety Hardware (MASH). Be prepared to discuss the Traffic Control Plan at the conference.

Erosion Control Plan:

Submit your proposed methods and schedule to implement erosion control features on this project per Standard Specification 806.2.

Authorized Representatives:

Submit a letter signed by the President or Owner of your company designating key project personnel and persons with authority to digitally sign change orders and other pertinent documents, along with their email addresses.

Submit the name and 24-hour telephone number of persons to contact in emergencies or after hours, including your certified traffic Work Zone Specialist.

Electronic Correspondence:

We will use electronic means to submit all documents to your office, except for the Contractor Performance Questionnaire, which will be sent to you by certified mail. All documents that you submit to MoDOT shall be in digital format, except for the required affidavits submitted at the close of the project which must be on paper since they require notarization (Form C-242, Settlement of Claims, and Compliance with the Prevailing Wage Law).

Materials:

All materials must be state inspected prior to being incorporated into the project. 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.

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 that it 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 specified 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:

MoDOT encourages contractors to submit ideas to reduce cost on the project through a formal Value Engineering proposal process defined in Section 104.6. Approved proposals could result in shared savings of up to 50% of the cost difference. The Value Engineering Proposal form (C-104) is available on the MoDOT website.

Utilities:

Any utility forms you might need are located on the MoDOT website. Please bring any questions you have concerning utilities to 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,

Resident Engineer

Sent Electronically on:
Responsible Person:

Cc: eProjects