



STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SUBJECT: PRECONSTRUCTION MEETING AGENDA

SCOP.....: 02 -009G

CATEGORY..: PRECONSTRUCTION
Subcategory : MEETINGS

Keywords .. MEETING,
PRECONSTRUCTION

Supersedes.. : N/A

Supplements... : N/A

Sheet.....: 1 of 1

APPROVED:

Assistant Commissioner - William F. Lipski, P.E.

Issue Date.... : March 27, 2002

The preconstruction meeting is an important part of a successful project start. Attached is a standard preconstruction meeting agenda for use on your projects. In general, all listed items should be covered, however, you may add or remove items as you deem appropriate for your specific project.

ATTACHMENT: PRECONSTRUCTION MEETING AGENDA

MEETING OUTLINE:

PART A - GENERAL ISSUES/OPEN MEETING

GENERAL ITEMS:

- Introduction of Attendees
- Brief Description of Project Type/Limits
- Construction Schedule Overview
- Project Staffing - Chain of Command

PRECONSTRUCTION ISSUES:

- Community Board Issues/Meeting
- Community Outreach Issues
- Construction Notice to Residents
- Construction Notice to City agencies, MTA, etc.
- Block Meetings
- DEP Water Issues
- DOT Traffic & Street Lighting Issues
- Fire Department Issues
- NYS Public Service Commission Issues
- OCMC (Traffic) Meeting/ MPT Requirements
- Utilities – Status of Relocations
- Parks Department Issues
- Surface (Bus) Transit Authority Issues
- Subsurface (Subway) Transit Authority Issues
- Approved Field Office (Proposed Location, Size, Equipment, etc.)
- Proposed Location of Temporary Storage Yard
- Other Attendees' Issues

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

PART B – CONSTRUCTION DETAILS

(Note: Attendees Other Than Contractor and Construction Personnel May Leave the Meeting at This Time.)

PRECONSTRUCTION SUBMITTALS

- All Submittals to R.E./E.I.C. (Except as Noted - Then Copy R.E./E.I.C.)
- Submit Construction Progress Schedule for Approval and Monthly Updates
- Preconstruction Photos (Including Access Route)
- Preconstruction Reports
- Survey Monument Report - Contractor Must Maintain/Replace all Existing Survey Monuments
- Submit Material Testing Laboratory for Approval
- Submit Vendors for Approval to: DDC Director of Quality Assurance (3rd Floor 30-30 Thomson)
 - Asphalt, Brick, Castings, Clean Fill, Concrete, Filter Fabric, Piles, Precast Products, Pipe, Select Fill, Steel (Reinforcing and Structural), Stone, Water Main Fittings and Valves, etc.
- Submit Design Mixes for Approval to: DDC Director of Quality Assurance (3rd Floor 30-30 Thomson)
 - Asphalt, Concrete
- Submit Subcontractor Approval Requests to: DDC Attn: Celina Reynolds (3rd Floor 30-30 Thomson)
 - Electrical, Lathing, Lining, Pavement Markings, Paving, Piles, Plumbing, Restoration, Surveying, Tree Services/Landscaping, TV Inspection & Cleaning, Water Mains, Rodent Control, etc.
 - LBE Requirements
 - Maximum Subcontract % as per Schedule "A"
- Shop Drawings for Approval (Sheeting & Bracing, Drill Sheets, etc.)
- Existing Street Sign/Street Hardware Survey
- MPT Plan
- _____
- _____
- _____

CONSTRUCTION ISSUES – GENERAL

- Permits (Street Opening, Storage, Trailer Connections, Dewatering/Discharge (DEP/DEC))
- Project Signs (Type and Location)
- Storage on Private/Public Property (Lease/Permits Required)
- DOS Temporary Stockpile Approval Requirements
- Transportation for Engineer
- Progress and Critical Phase Meetings to be Held
- Contractor Must Provide Experienced Superintendent
- Respond Promptly to R.E./DDC Directives
- Workforce/Equipment Must be Sufficient to Complete Project on Schedule
- Contractor Must Provide Daily Reports of Work Performed (Personnel, Equipment, Materials)

- Review Project Specific Specifications/Details (List)
- _____
- _____
- _____
- _____
- Project Layout
- Submit Requests for Information Regarding Plans/Specification in Writing
- Submit Requests to Change Locations of Sewers, Water Mains and Appurtenances in Writing
- All Substitutions Must be Approved and are Subject to Credit
- Extra/Disputed Work – Notify DDC in Writing, Submit Daily T&M Records
- Hours of Work (No Work Prior to 7AM)
- Labor Law/Prevailing Wage Requirements
 - Post Notices, Daily Sign-in Sheets, Distribute Notices, ID Badges, Subcontractors Must Comply
- Contractor’s 24 Hour Emergency Phone Numbers – Two Required
- Role of DDC Quality Assurance (QA)
- Material Samples/Testing to be Provided as Required
- Materials to be Inspected by R.E. Rejected Materials to be Marked/Removed From Site
- DOS Stockpile Location/Approval
- Delivery of Excess Suitable Fill to Sanitation Landfill (if Applicable)
- Commercial Vehicle Requirements for DDC Haulers (SCOP 99-005G)
- Construction Waste to be Properly Disposed of (Contractor to Provide Affidavit at Project Completion)
- Haulers Must Have Proper Permit and Licenses
- Hydrant Locks Will be Removed by DEP if Requested by DDC
- Review NYS DEC Wetlands Map for Proximity to Project
- Sanitation Pickups to be Coordinated, Contractor to Assist if Necessary

CONSTRUCTION ISSUES – SAFETY

- OSHA Requirements
- Designation of Competent Person (Submit in Writing)
- Air Monitors – Hazardous Atmospheres
- Manhole Ventilation/No Smoking
- No Work in Trenches Without Approved Sheeting and Bracing
- Hardhats to be Worn
- Lifting Equipment Must Have Valid Inspection Certificate
- Tight Fencing Required (Around all Excavations and Other Potentially Hazardous Areas)
- Materials to be Safely and Neatly Stored
- Rodent Control
- Traffic/Street Lighting to be Maintained
- Notify Fire Dept. Immediately if the Fire Communication System is Damaged
- Discuss Restrictions (if any) and Precautions for Work Near Schools
- DDC Emergency Protocol

CONSTRUCTION ISSUES – MAINTENANCE AND PROTECTION OF TRAFFIC (MPT)

- Review Contract Requirements/Stipulations
- All Street Opening/Storage Permits to be Posted, Copies to R.E.
- No Stipulation Changes Allowed Without DDC/OCMC Approval
- No Work Prior to Setting up MPT
- MPT to be Inspected and Maintained Daily
- Roadway Plates to be Ramped and Spiked
- Business Access to be Maintained
- Special Access Requirements
- Payment Deductions Made for Non-Compliance
- Sidewalks to be Kept Clear and Open (5' Minimum Width), or properly closed if permitted
- Closed Crosswalks to be Properly Fenced and Signed
- Pedestrian Bridges to be Installed as Required
- Temporary Pavement to be Installed as Required and Maintained on Roadways and Sidewalks
- Use of Pedestrian Fencing to be Strictly Enforced

CONSTRUCTION ISSUES – MAINTENANCE OF SITE (MOS)

- Review Contract Requirements
- Debris to be Promptly Removed From Site
- Sweeping/Dust Control
- MOS to be Inspected and Performed Daily
- Payment Deductions Made for Non-Compliance

CONSTRUCTION ISSUES – UTILITIES

- Gas work (EP-7)
- Section “U”
- “Order Out” Notices Must be Requested in Writing with Sufficient Justification

CONSTRUCTION ISSUES – TRENCHING

- Utility Notification – Industrial Code Rule 53 (16NYCRR Part 753) Notify One Call Center at 1(800) 272-4480
- Sawcutting of Pavements Required
- Maximum Trench Widths
- Pilot Cut – Five foot Max.
- Approved Sheeting and Bracing Shop Drawings Must be Followed
- Sheeting Required Over and Under Utilities and Service Crossings
- Steel Plates for Sheeting not Permitted Unless Shown on Approved Drawings
- Backfill Required Behind Sheeting
- Adequate Soil Dewatering and Sufficiently Dry Sub-grade Required

- No Personnel Permitted in Areas not Properly Sheeted and Braced
- Competent Person to Monitor Sheeting and Bracing
- Ladder Access – OSHA Compliance
- Fire Hydrant Access to be Maintained
- Pedestrian Bridges to be Installed as Required

CONSTRUCTION ISSUES – BACKFILLING

- Existing Fill Material Must be Approved for Backfill
- Ordered “Clean Backfill” Must be Approved
- Approved Method/Lifts/Equipment to be Utilized
- Approved Lab Personnel Must Provide Soil Compaction Testing as Required at Locations Designated by the RE

CONSTRUCTION ISSUES – WATER MAINS

- Water Service Work to be Performed by Licensed Plumbers Only
- Licensed Plumber Must Submit Names of Personnel Authorized to Perform Work on Water Services
- Water Services Repairs, Whether Due to Work Operations or Working Convenience to be Made From Main to Furthest Repair Point (1 Coupling Maximum)
- Contractor Must Request Shut-downs by Noon for the Following Day (by Wednesday for Weekend Work)
- Contractor Must Distribute Shut-down Notices to all Affected Consumers the Day Prior to Shut-down
- Failure to Notify Affected Consumers of Shut-down will Result in Shut-down Cancellation
- Water Must be Restored to all Consumers by 5PM Each Day
- Flushing is Required to Help Eliminate Brown Water
- All Blocks Within the Shutdown to be Checked for Water After Restoring Water Service
- Exposed Water Services Must be Insulated to Prevent Freezing When Temperatures of 35°
- New Water Services With Less Than 3.5 Feet of Cover Must be Permanently Insulated With Approved Materials
- All Abandoned Water Mains to be Properly Capped and Filled as required
- Critical Phase Water Main Meeting to be Held Prior to Start of Water Main Work

CONSTRUCTION ISSUES – SEWERS

- Contractor to Submit Trap Survey Prior to Work, Noting any Reconnection/Future Connection Problems
- Contractor Must Submit Sealed Cut Sheets Prior to Work
- Flow in all Sewers and Sewer Connections Must be Maintained During Construction
- Contractor Must Submit Fluming Diagram for Approval
- Trench Cannot be Used as Flume
- Sub-grade to be Compacted and Tested Prior to Pipe Installation
- Reconnections Must be Made Using In-Kind Material
- All Abandoned Sewers to be Properly Capped and Filled as Required

- No Bulkheads Permitted Without Written Authorization
- Contractor to Prevent Construction Debris, Soils, etc. From Entering Sewers
- Critical Phase Sewer Meeting to be Held Prior to Start of Sewer Work

CONSTRUCTION ISSUES – ROADWAYS

- Contractor Must Submit Asphalt/Concrete Mix Designs for Approval to DDC Director of QA
- Required Surveys/Cross Sections
- Review Effect of Proposed Grades on Existing Properties (Walkways, Driveways, Entrances, Vaults)
- Any Work Done Prior to Approval of Final Grades (Catch Basins, Hydrants, etc.) will have to be Reset/Replaced to Match Final Approved Grades at the Contractor's Expense
- Proper Concrete Curing Compound to be Applied in Timely Manner
- All Temporary Pavements Must be Removed, Unless Approval is Granted Prior to Installing Temp.
- Critical Phase Highway Meeting to be Held Prior to Start of Highway Work

CONSTRUCTION ISSUES – TREE PROTECTION

- Permits Required for Tree Pruning/Removal
- Installation of Tree Guards Required Prior to Starting Work
- Tree Consultant/Parks Dept. Must Oversee Work Adjacent to Trees

CONSTRUCTION ISSUES – PILES

- Design Blow Calculations to be Submitted by P.E.
- Approved Pile Rig With Certificate of Operation to be Used
- Pile Limits on Plans are Approximate, Actual Limits to be Determined Based on Field Conditions
- Piles to Start and End at Manholes

PAYMENTS

- Hand Out/Review Contractor's Payment Package
- Certified Payrolls Required for Contractor and Subcontractors
- All Material Certifications Must be Submitted Prior to Payment
- Percentage (%) Breakdown of Complex Items Must be Requested in Writing
- 125% Overruns Subject to Renegotiation
- Approved Partial Time Extension Required Prior to Payment Past Original Completion Date

