

STANDARD OPERATING PROCEDURE NO. 21

ADDENDUM NO. 1

PRECONSTRUCTION CONFERENCE

- 1. Project: \_\_\_\_\_
- 2. Date: \_\_\_\_\_ Location: \_\_\_\_\_ Time Started: \_\_\_\_\_

Initial

- \_\_\_\_\_ 1. Attendance Sheet and Introduction of those present.
- \_\_\_\_\_ 2. City Representatives on Project      Tel. # \_\_\_\_\_
  - A. Project Engineer: \_\_\_\_\_ Emer. Tel. \_\_\_\_\_
  - B. Inspector: \_\_\_\_\_ Emer. Tel. \_\_\_\_\_
- \_\_\_\_\_ 3. Contractor's Representatives      Tel. # \_\_\_\_\_
  - A, Manager: \_\_\_\_\_ Emer. Tel. \_\_\_\_\_
  - B. Superintendent: \_\_\_\_\_ Emer. Tel. \_\_\_\_\_
  - C. List Subcontractors (List Minority Business Enterprise Share)
- \_\_\_\_\_ 4. Contractor Normal Working Day \_\_\_\_\_ to \_\_\_\_\_
- \_\_\_\_\_ 5. Contractor Normal Work Week \_\_\_\_\_ to \_\_\_\_\_
- \_\_\_\_\_ 6. Comments by Utilities Representatives.
 

_____ Water District #1	_____ Northwest Central Pipeline
_____ K.C.P.L.	_____ Arco
_____ KPL Gas	_____ Traffic Signal O.P.
_____ SW Bell Telephone Co.	_____ Street Lights O.P.
_____ United Cities Gas	_____ Williams Natural Gas
_____ Telecable of O.P.	_____ Other
_____ Jo Co Wastewater	_____ Other

\_\_\_\_\_ Notes shall be kept on locations of conflicts and schedules of relocations.

\_\_\_\_\_ Remind utilities representatives of need to document private easements for reimbursement purposes.

ADDENDUM NO. 1 (SOP NO. 21)

Initial

- \_\_\_ 7. Comments by Traffic Engineer representative - Signing & Detours.
- \_\_\_ 8. Federal requirements, if applicable.
  - \_\_\_ A. Prevailing wage scales per specifications
  - \_\_\_ B. Provide weekly payroll records
  - \_\_\_ C. HUD checklist
- \_\_\_ 9. Minority Business Enterprise Requirements.
- \_\_\_ 10. Date of Notice to Proceed: \_\_\_\_\_.
  - \_\_\_ A. Contract Document: Signed?
  - \_\_\_ B. Contract Completion: Calendar days: \_\_\_\_\_; Date: \_\_\_\_\_
- \_\_\_ 11. Cover all items of Specifications, Special Conditions, and Plans. Notes shall be kept of issues and items of discussion.
- \_\_\_ 12. Inspector will take asphalt tickets at the time the asphalt is laid. Occasional truck may be weighed for verification.
- \_\_\_ 13. Public safety and convenience.
- \_\_\_ 14. Public relations with citizens directly affected by project. (Letter, newsletter, personal contacts)
- \_\_\_ 15. News release on project start.
- \_\_\_ 16. Surveying requirements.
- \_\_\_ 17. Material testing.
- \_\_\_ 18. Pay estimates.
- \_\_\_ 19. Contractor's weekly construction schedule.
- \_\_\_ 20. Shop drawings certifications, and mix designs to be submitted and approved.
- \_\_\_ 21. Inspection requirements on site or on call.
- \_\_\_ 22. Fire, Police, Med-act, school bus, Johnson County Transit on road closing.
- \_\_\_ 23. Time end \_\_\_\_\_.
- \_\_\_ 24. Project Sign Location(s).
- \_\_\_ 25. Section and Quarter Section Markers - Preservation or reestablishment in accordance with K.S.A. 58-2009. City Engineer to approve methodology.