

# Kansas Department of Transportation

## LPA Preconstruction Conference

### Contract Administration

Wage Rate Interviews will need to be conducted at random at least once every three months during the project. Ensure that these forms are completely filled out and signed. These need to be verified against the payrolls prior to submitting the completed form to the construction office.

A press release will need to be issued one week prior to work starting.

A 24-hour notice for temporary lane closures will be required by 3:00 p.m. of the day preceding the actual work day except for work on Monday which will require notice by Friday of the preceding week.

Weekly Data Transfer Disks need to be submitted to this office no later than Tuesday of the following week.

Test Reports should be submitted to this office on a regular basis, like weekly, to prevent a bulk delivery of CMS items. Double check all material and producer codes. If submitting reports on disk, attach a list of Sample ID numbers.

A Material Report Final will be printed for your review, as the project is 25%, 50%, and 75% complete for monitoring the current status of the test report record for materials used on the project.

When a bid item is complete, a change order needs to be done as soon as possible, if needed, for that item. When submitting a change order for processing, include the required computations. These computations should be complete; calculations are to be performed according to the Construction Manual.

The following information shall be included on every computation sheet:

Contract Number:	Date Computed:
Line Number:	Computed By:
Bid Item:	Checked By:
Change Order Number:	

It is the responsibility of the LPA to write the change order explanation for the various bid item changes. The explanation is the most important element of the change being made. The explanation should be clear and concise and include answers to the following:

What?      Where?      Why?      How much?

Finaling of the project along with "As Built" plans need to be done within 90 days of the acceptance of the project. Balancing of the Test Report Record is your responsibility. Direction can be provided upon request.

### **Project Testing**

The testing will be done as prescribed in the "Sampling & Testing Frequency Chart" in the Construction Manual.

Every test needs to be recorded into CMS.

Be sure the Inspector ID number of the person actually running the test is input into CMS

LPA inspection personnel need to be "witness tested" by KDOT (If not, they may not be recertified). This includes beam breaks, which is a fairly new witness test.

Nuclear meters need to be calibrated for initial use on materials, contact KDOT Materials Department in advance to arrange scheduling.

### **Project Staffing**

The number of project personnel required will depend on the contractor's operation. Material testing should be available when required by the contractor's operations.

### **Project Measurement**

The quantity shall be measured as prescribed in part two of the Construction Manual (check: measure to, compute to, and pay to, for each bid item). Be sure any formulas used are valid formulas and appropriate for the item being computed.

### **General Discussion**

Inspection pay vouchers should be detailed ETC.

Problems encountered during construction should be brought to the attention of the LPA Coordinator.

All unapproved shop drawings, if received in the field, should be sent directly to this office for further processing.

### **Project Supplies**

Check with the consultant and see if he needs the following: large or small sets of plans, Contract Proposals, field books, Change Order forms, or other forms for CMS.

You need to be familiar with the KDOT specification book, Construction Manual, and the Contract Proposal. The manuals will be of help in the inspection on the project.

### **Handouts**

Disks for the project by CMS Coordinator  
CMS forms