



NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION
BUREAU OF AERONAUTICS
PRE-CONSTRUCTION MEETING WORKSHEET
 (Development Projects)

A. General:	
1. Airport:	Project No.: SBG - - -
2. Date and Location of Meeting:	
3. Project Description/Title:	
4. Contractor Name:	
5. Construction Contract Amount:	

B. Preliminary Coordination		
<i>Item</i>	<i>Address</i>	<i>Notes</i>
1. Contractors' EEO Representative	<input type="checkbox"/>	Has the contractor's EEO rep been made aware of this project and the project requirements?
2. FAA Lines of Business	<input type="checkbox"/>	Has FAA's Tech Ops, Flight Procedures, Civil Rights, Flight Standards, or others been coordinated with?
3. FBO, Tenants, ATCT, Municipal Officials:	<input type="checkbox"/>	Has this coordination occurred?
4. Others:	<input type="checkbox"/>	List others: _____

C. Scope of Project		
<i>Item</i>	<i>Address</i>	<i>Notes</i>
1. Discuss description of end product(s):	<input type="checkbox"/>	List: _____ _____
2. Discuss work limits::	<input type="checkbox"/>	Expectations:
3. Outline effect on NAVAIDS and notification process:	<input type="checkbox"/>	Expectations:
4. Discuss effect project will have on airport operations:	<input type="checkbox"/>	Phasing, hours of work, plans for project shut down (if needed), etc.



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D. Safety During Construction		
<i>Item</i>	<i>Address</i>	<i>Notes</i>
1. Overview of Construction Safety and Phasing Plan (CSPP):	<input type="checkbox"/>	Contractor to prepare Safety Plan Compliance Document (SPCD); no deviations allowed; unsafe conditions during construction will be corrected; etc.
2. Responsibility for Notices to Airmen (NOTAMs):	<input type="checkbox"/>	Notice timeframe: Responsible party(ies):
3. Coordination with ATCT, FSS, Airlines, FBO, Airport Management, Airport Neighbors, Media (including chain of command):	<input type="checkbox"/>	Expectations:
4. Review the need for displaced threshold and/or temporary markings:	<input type="checkbox"/>	Plan/Spec references:
5. Review lighting needs for temporary threshold:	<input type="checkbox"/>	Plan/Spec references:
6. Lighting of construction equipment and construction area:	<input type="checkbox"/>	Expectations:
7. Marking and/or Lighting of temporary construction openings or pits:	<input type="checkbox"/>	Max. allowable depth when unattended is 3 inches. Is there a need for steel plates?
8. Location of construction equipment while not in use:	<input type="checkbox"/>	Expectations:
9. Contractor 24/7 contact information:	<input type="checkbox"/>	Superintendent: Site Foreman:
10. Engineer 24/7 contact information:	<input type="checkbox"/>	Project Manager: Resident Engineer:
11. Airport Manager 24/7 contact information:	<input type="checkbox"/>	Airport Manager: Other:
12. Engineer to prepare project contact sheet and distribute it to all parties.	<input type="checkbox"/>	Distribute prior to start of construction.
13. Employee parking/staging area:	<input type="checkbox"/>	Expectations:
14. Discuss on-site controls of construction equipment and personnel:	<input type="checkbox"/>	Movement areas; burning allowability, stockpile heights and stabilization (if needed); gate guards; airside escorts; use of safety meetings; etc.
15. Discuss on-site location of construction office, haul/access routes, waste/borrow areas, etc.	<input type="checkbox"/>	Expectations:
16. Protection of navigational aids:	<input type="checkbox"/>	Expectations:
17. Discuss control of dust and foreign object debris (FOD):	<input type="checkbox"/>	Expectations:



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E. Utilities Coordination:		
<i>Item</i>	<i>Address</i>	<i>Notes</i>
1. Discuss location of above/underground cables:	<input type="checkbox"/>	Coordinate with Dig Safe, FAA/Tech Ops, Airport Manager, Utility Company, Phone Company, others?
2. Discuss location of water lines:	<input type="checkbox"/>	Protection Measures? Water company contact info:
3. Discuss location of gas lines:	<input type="checkbox"/>	Protection Measures? Gas company contact info:
4. Discuss location of drainage structures:	<input type="checkbox"/>	Protection Measures?
5. Temporary removal of or relocation of any utilities needed:	<input type="checkbox"/>	Utility impacted: _____ Utility impacted: _____
6. Discuss responsibility for utility coordination?	<input type="checkbox"/>	Expectations:

F. Construction Schedule		
<i>Item</i>	<i>Address</i>	<i>Notes</i>
1. Length of Contract	<input type="checkbox"/>	No. Days or Completion Date: _____
2. Discuss project phasing schedule and any time limitations; are there any liquidated damages for not meeting schedule:	<input type="checkbox"/>	Expectations: [obtain preliminary construction schedule; require schedule updates]
3. Discuss the need for construction work phase coordination with FAA, ATCT, airport management, tenants, others:	<input type="checkbox"/>	Expectations:
4. Discuss how construction progress will be monitored and documented:	<input type="checkbox"/>	Agreement on quantities; construction photos; collection of waybills; testing reports; others: _____



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G. Construction Control		
<i>Item</i>	<i>Address</i>	<i>Notes</i>
1. Explain the measurement of construction material quantities:	<input type="checkbox"/>	Expectations: [complete cross sections before each stage; accurate quantities; others?]
2. Discuss testing/sampling:	<input type="checkbox"/>	Per FAA AC 150/5730-4 Appendix 1 (provide copy) Responsibility: _____ Results to be submitted how quickly: _____ What will be done with results: _____ Note: no payment until results received and accepted Note: cross reference poor results on tests taken after corrective actions
3. Discuss process for reviewing and approving manufacturer's certificates (aka shop drawings):	<input type="checkbox"/>	Expectations:
4. Discuss the authority of the engineer during construction:	<input type="checkbox"/>	Expectations:
5. Discuss progress reports needed:	<input type="checkbox"/>	Submit monthly reports to NHDOT. Maintain weekly and/or daily reports for file.
6. Agency inspections:	<input type="checkbox"/>	FAA, NHDOT, permit agencies, others may inspect project at any time.
7. Discuss the allowability/eligibility of costs are dependent upon conformance with plans and specifications:	<input type="checkbox"/>	Expectations:
8. Discuss how final quantities will be determined:	<input type="checkbox"/>	Expectations: [exact measurements required; justification required for overruns over 10%; others?]

H. Environmental Permits		
<i>Item</i>	<i>Address</i>	<i>Notes</i>
1. Discuss environmental permit conditions, if any:	<input type="checkbox"/>	Expectations:
2. Discuss need, if any, for environmental pre-construction meeting:	<input type="checkbox"/>	Expectations:
3. Discuss need, if any, for environmental final inspection meeting::	<input type="checkbox"/>	Expectations:



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I. Construction Change Orders		
<i>Item</i>	<i>Address</i>	<i>Notes</i>
1. Discuss process for handling proposed construction change orders:	<input type="checkbox"/>	Expectations:
2. Discuss change order document requirements:	<input type="checkbox"/>	Summary/signature page. Justification. Statement of why items weren't originally included. Sketch to identify scope/work limits. Independent cost analysis. Contractor quote
3. Discuss signature/approval process for change orders:	<input type="checkbox"/>	Expectations:

J. Construction Labor Requirements		
<i>Item</i>	<i>Address</i>	<i>Notes</i>
1. Distribute FAA AC 150/5100-6:	<input type="checkbox"/>	Expectations:
2. Minimum wage rate schedule:	<input type="checkbox"/>	Identify the wage rate schedule being used on this project.
3. Discuss need to post or make accessible the wage rate schedule for this project:	<input type="checkbox"/>	Expectations: [provide copy of Office of the Solicitor's Form SOL-155]
4. Discuss how unlisted craft wages will be determined:	<input type="checkbox"/>	Expectations:
5. Discuss the need to withhold payments until/unless wage requirements are met:	<input type="checkbox"/>	Expectations:
6. Discuss what is needed to meet the certified payroll requirements:	<input type="checkbox"/>	Name, address, classification, rate of pay, hours worked. Contractor must certify/sign payroll submissions. Engineer to review and approve payroll submissions. Number of copies to submit? Electronic or paper submissions? Airport sponsor must keep payroll submission for 3 years.
7. Will there be an apprenticeship program on this project:	<input type="checkbox"/>	Is the program approved? Proof of participation in program required.
8. Discuss subcontractors' responsibilities:	<input type="checkbox"/>	Same as for prime contractors. Subcontractor payroll records must be certified and submitted. Caution: DBE subs cannot use equipment/staff from prime to do their work and get DBE credit for it. List of subcontractors:



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K. Equal Employment Opportunity		
<i>Item</i>	<i>Address</i>	<i>Notes</i>
1. Is contractor's EEO representative available:	<input type="checkbox"/>	Expectations:
2. Pre-award EEO compliance review is required by FAA for construction contracts over \$1.0 million:	<input type="checkbox"/>	Review of hiring practices. Review of affirmative action program. Others: _____
3. Discuss need for non-discriminatory hiring practices:	<input type="checkbox"/>	Expectations:
4. Has contractor executed Standard Form 100, <i>Employer Information Report</i> , and filed it with the EEOC Compliance Office:	<input type="checkbox"/>	Expectations:

L. Other Considerations		
<i>Item</i>	<i>Address</i>	<i>Notes</i>
1. Timeliness of Submitting Final Documents:	<input type="checkbox"/>	Expectations:
2. Other: _____	<input type="checkbox"/>	
3. Other: _____	<input type="checkbox"/>	
4. Other: _____	<input type="checkbox"/>	
5. Other: _____	<input type="checkbox"/>	
6. Other: _____	<input type="checkbox"/>	
7. Other: _____	<input type="checkbox"/>	

M. IOUs:		
<i>Item</i>	<i>Address</i>	<i>Notes</i>
1.	<input type="checkbox"/>	Responsible person:
2.	<input type="checkbox"/>	Responsible person:
3.	<input type="checkbox"/>	Responsible person: