

Administration

Preconstruction Communication Checklist

Contract Number: _____

Project Engineer: _____

Contractor: _____

Subject	Communication Type (Letter, Min. of Mtg., Info. Packet, Diary) Completed (Date)	File Location
A. Contractor-WSDOT Relationships	_____	_____
1. General Discussion	_____	_____
2. Contractor Performance Ratings	_____	_____
B. Environmental Commitments	_____	_____
1. Commitment Files	_____	_____
2. Contract Provisions	_____	_____
3. Rock Crushers	_____	_____
C. Order of Work and Schedules	_____	_____
1. Discuss Plans for Prosecution	_____	_____
2. Formal Schedule Required	_____	_____
D. Subcontractors and Lower Tier Subs	_____	_____
1. General Discussion	_____	_____
2. Condition of Award	_____	_____
3. Paperwork Process	_____	_____
4. WSDOT/Prime/Sub Relationship	_____	_____
5. Correspondence through Prime	_____	_____
6. Prime represented on site	_____	_____
7. WSDOT will address sub concerns	_____	_____
E. Utilities, Railroads, and Other Third Parties	_____	_____
1. Existing Agreements described	_____	_____
2. Commitments, Obligations, Notices	_____	_____
3. Underground Locater Service	_____	_____
4. Insurance requirements	_____	_____
F. Safety and Traffic Control	_____	_____
1. Discuss Contractor's Safety Program	_____	_____
2. Traffic Control Requirements	_____	_____
3. Police Relationships	_____	_____
4. Job-Specific Safety Concerns	_____	_____
5. Off-site Hauling Restrictions	_____	_____
G. Control of Materials	_____	_____
1. Source Approvals Needed	_____	_____
2. Acceptance Procedures	_____	_____
3. Fabricated Items	_____	_____
4. Installation without Certifications	_____	_____
H. Other Submittals	_____	_____
1. Job-Specific List and Discussion	_____	_____
2. Delay of 1st Progress Payment	_____	_____
I. Equal Employment Opportunity and Training	_____	_____
1. Contract EEO Requirements	_____	_____
2. Contract Training Requirements	_____	_____
3. Training Plan/Trainee Appr. Process	_____	_____
4. Monitoring and Reporting	_____	_____
J. Wage Rate Administration	_____	_____
1. Prevailing Rates Required	_____	_____
2. Payrolls, Wage Rate Interviews	_____	_____
3. Davis-Bacon investigations	_____	_____
K. Forms	_____	_____
1. Describe Req. Forms, Provide Supply	_____	_____

Figure 1-4