

DATE: February 18, 2014

TO: Region Engineers
Region Associate Construction Engineers
Region Construction Engineers
TSC Managers
TSC Construction Engineers

FROM: Gregory C. Johnson, P.E.
Chief Operations Officer

Randel R. Van Portfliet, P.E.
Bureau Director of Field Services

SUBJECT: Bureau of Highway Instructional Memorandum 2014-01
Preconstruction Meetings

The Michigan Department of Transportation (MDOT) has conducted preconstruction meetings prior to the award of construction contracts for numerous years. These meetings were held after the confirmed low bidder was announced and prior to award by the Contract Services Division. After discussion with industry, MDOT construction staff and a brief survey of several other states, MDOT will be moving the preconstruction meeting to occur after award of the construction contract. This change in timing will allow preconstruction meetings to occur closer to the actual start date of the project which provides for several benefits including; additional preparation time for both parties, detailed discussions at the preconstruction meeting to resolve any issues or challenges, and reduced duplicate documentation as agreements, partnerships, and contractor submittals are finalized closer to the preconstruction meeting. The new preconstruction meeting timing process will commence with the April 4, 2014, letting on all projects let by MDOT (MDOT and local agency).

This change in timing will require a slight modification in documentation by the associated Construction/Project Engineer on each contract. The Construction/Project Engineer must send an e-mail or paper letter correspondence to the confirmed low bidder requesting submittal (paper or electronic) of Form 1130, Progress Schedule. Form 1130 is to be directed to the attention of the Construction/Project Engineer for review, feedback or approval, and submittal to the Contract Services Division (CSD). The Construction/Project Engineer must submit an approved progress schedule to CSD in order for the contractor to receive award of the contract. Lack of timely submittal by the contractor or the Construction/Project Engineer will delay contract award per subsection 102.15 of the Standard Specifications for Construction.

After contract award, the Construction/Project Engineer is to coordinate a preconstruction meeting directly with the awarded contractor.

If you have any questions please contact Jason Gutting, Engineer of Construction Operations, at guttingj@michigan.gov or 517-636-6334.

Chief Operations Officer

Bureau Director of Field Services

FHWA approval: 01/24/14

BOFS:CFS:JJG:mnn

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