|  |  |  |  |
| --- | --- | --- | --- |
| PRE-ERECTION CONFERENCE AGENDA | | | |
| *The items in the following agenda are minimum requirements that should be covered during the conference. The agenda may be used as is or as a base to develop a customized agenda.* | | | |
| Project Number: |  | Resident Engineer: |  |
| Project Code (SA): |  | Project Engineer: |  |
| Location: |  | Contractor: |  |
| Date: |  | Superintendent: |  |
| Time: |  | Foreman: |  |
| I. Attendance Roster | | | |
| Name: |  | Office Number: |  |
| Representing: |  | Fax Number: |  |
| Street Address: |  | Cell Number: |  |
| City, State, Zip: |  | E-Mail Address: |  |
|  | | | |
| Name: |  | Office Number: |  |
| Representing: |  | Fax Number: |  |
| Street Address: |  | Cell Number: |  |
| City, State, Zip: |  | E-Mail Address: |  |
|  | | | |
| Name: |  | Office Number: |  |
| Representing: |  | Fax Number: |  |
| Street Address: |  | Cell Number: |  |
| City, State, Zip: |  | E-Mail Address: |  |
|  | | | |
| Name: |  | Office Number: |  |
| Representing: |  | Fax Number: |  |
| Street Address: |  | Cell Number: |  |
| City, State, Zip: |  | E-Mail Address: |  |
|  | | | |
| Name: |  | Office Number: |  |
| Representing: |  | Fax Number: |  |
| Street Address: |  | Cell Number: |  |
| City, State, Zip: |  | E-Mail Address: |  |
|  | | | |
| Name: |  | Office Number: |  |
| Representing: |  | Fax Number: |  |
| Street Address: |  | Cell Number: |  |
| City, State, Zip: |  | E-Mail Address: |  |
|  | | | |
| Name: |  | Office Number: |  |
| Representing: |  | Fax Number: |  |
| Street Address: |  | Cell Number: |  |
| City, State, Zip: |  | E-Mail Address: |  |
|  | | | |
| Name: |  | Office Number: |  |
| Representing: |  | Fax Number: |  |
| Street Address: |  | Cell Number: |  |
| City, State, Zip: |  | E-Mail Address: |  |
|  | | | |
| Name: |  | Office Number: |  |
| Representing: |  | Fax Number: |  |
| Street Address: |  | Cell Number: |  |
| City, State, Zip: |  | E-Mail Address: |  |
|  | | | |
| Name: |  | Office Number: |  |
| Representing: |  | Fax Number: |  |
| Street Address: |  | Cell Number: |  |
| City, State, Zip: |  | E-Mail Address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| PRE-ERECTION CONFERENCE AGENDA (continued) | | | |
| I. Attendance Roster (continued) | | | |
| Name: |  | Office Number: |  |
| Representing: |  | Fax Number: |  |
| Street Address: |  | Cell Number: |  |
| City, State, Zip: |  | E-Mail Address: |  |
|  | | | |
| Name: |  | Office Number: |  |
| Representing: |  | Fax Number: |  |
| Street Address: |  | Cell Number: |  |
| City, State, Zip: |  | E-Mail Address: |  |
|  | | | |
| Name: |  | Office Number: |  |
| Representing: |  | Fax Number: |  |
| Street Address: |  | Cell Number: |  |
| City, State, Zip: |  | E-Mail Address: |  |
|  | | | |
| Name: |  | Office Number: |  |
| Representing: |  | Fax Number: |  |
| Street Address: |  | Cell Number: |  |
| City, State, Zip: |  | E-Mail Address: |  |
|  | | | |
| Name: |  | Office Number: |  |
| Representing: |  | Fax Number: |  |
| Street Address: |  | Cell Number: |  |
| City, State, Zip: |  | E-Mail Address: |  |
|  | | | |
| Name: |  | Office Number: |  |
| Representing: |  | Fax Number: |  |
| Street Address: |  | Cell Number: |  |
| City, State, Zip: |  | E-Mail Address: |  |
|  | | | |
| Name: |  | Office Number: |  |
| Representing: |  | Fax Number: |  |
| Street Address: |  | Cell Number: |  |
| City, State, Zip: |  | E-Mail Address: |  |
|  | | | |
| Name: |  | Office Number: |  |
| Representing: |  | Fax Number: |  |
| Street Address: |  | Cell Number: |  |
| City, State, Zip: |  | E-Mail Address: |  |
|  | | | |
| Name: |  | Office Number: |  |
| Representing: |  | Fax Number: |  |
| Street Address: |  | Cell Number: |  |
| City, State, Zip: |  | E-Mail Address: |  |
|  | | | |
| Name: |  | Office Number: |  |
| Representing: |  | Fax Number: |  |
| Street Address: |  | Cell Number: |  |
| City, State, Zip: |  | E-Mail Address: |  |
|  | | | |
| Name: |  | Office Number: |  |
| Representing: |  | Fax Number: |  |
| Street Address: |  | Cell Number: |  |
| City, State, Zip: |  | E-Mail Address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| PRE-ERECTION CONFERENCE AGENDA (continued) | | | |
| II. Project Organization and Status | | | |
| A. Colorado Department of Transportation Personnel: | | | |
| 1. Personnel in Charge at Site: | | | |
| Name/Title: |  | Fax Number: |  |
| Office Number: |  | Home Number: |  |
| Mobile Number: |  | E-Mail Address: |  |
| 2. Assistant-in-Charge (when individual listed above is not present): | | | |
| Name/Title: |  | Fax Number: |  |
| Office Number: |  | Home Number: |  |
| Mobile Number: |  | E-Mail Address: |  |
| 3. Bridge Designer (attendance required): | | | |
| Name/Title: |  | Fax Number: |  |
| Office Number: |  | Home Number: |  |
| Mobile Number: |  | E-Mail Address: |  |
| 4. Staff Bridge (attendance as established by Project Engineer if bridge designed by Consultant): | | | |
| Name/Title: |  | Fax Number: |  |
| Office Number: |  | Home Number: |  |
| Mobile Number: |  | E-Mail Address: |  |
| 5. Inspector/Duties: | | | |
| Name/Title: |  | Fax Number: |  |
| Office Number: |  | Home Number: |  |
| Mobile Number: |  | E-Mail Address: |  |
| 6. Inspector/Duties: | | | |
| Name/Title: |  | Fax Number: |  |
| Office Number: |  | Home Number: |  |
| Mobile Number: |  | E-Mail Address: |  |
| 7. Inspector/Duties: | | | |
| Name/Title: |  | Fax Number: |  |
| Office Number: |  | Home Number: |  |
| Mobile Number: |  | E-Mail Address: |  |
| 8. Tester: | | | |
| Name/Title: |  | Fax Number: |  |
| Office Number: |  | Home Number: |  |
| Mobile Number: |  | E-Mail Address: |  |
| 9. Other: | | | |
| Name/Title: |  | Fax Number: |  |
| Office Number: |  | Home Number: |  |
| Mobile Number: |  | E-Mail Address: |  |
| Comments: | | | |
| B. Contractor Personnel: | | | |
| 1. Project Superintendent: | | | |
| Name/Title: |  | Fax Number: |  |
| Office Number: |  | Home Number: |  |
| Mobile Number: |  | E-Mail Address: |  |
| 2. Erection Company Superintendent/Foreman: | | | |
| Name/Title: |  | Fax Number: |  |
| Office Number: |  | Home Number: |  |
| Mobile Number: |  | E-Mail Address: |  |
| 3. Contractor’s Engineer: | | | |
| Name/Title: |  | Fax Number: |  |
| Office Number: |  | Home Number: |  |
| Mobile Number: |  | E-Mail Address: |  |
| 4. Girder Fabricator (may attend by speaker telephone): | | | |
| Name/Title: |  | Fax Number: |  |
| Office Number: |  | Home Number: |  |
| Mobile Number: |  | E-Mail Address: |  |
| 5. Traffic Control Supervisor: | | | |
| Name/Title: |  | Fax Number: |  |
| Office Number: |  | Home Number: |  |
| Mobile Number: |  | E-Mail Address: |  |
| 6. Other: | | | |
| Name/Title: |  | Fax Number: |  |
| Office Number: |  | Home Number: |  |
| Mobile Number: |  | E-Mail Address: |  |

|  |
| --- |
| PRE-ERECTION CONFERENCE AGENDA (continued) |
| III. Scheduling |
| A. Materials: |
| 1. Girders will be delivered when (date and time)? |
| 2. Has the Quality Assurance Acceptance Report (Bridge Report #193) been received from the Staff Bridge Fabrication Inspector? |
| 3. If girders will be stored on site, describe storage and protection plan: |
| 4. Location of temporary storage if erection is postponed: |
| 5. What contingency plans are there for an interrupted delivery schedule? |
| 6. Has the pier cap concrete attained at least 80% of its 28 day strength (Subsection 601.11(e))? |
| 7. Project Engineer: When girders are delivered, who from the project will inspect for damage? |
| B. Erection Schedule: |
| 1. Erection is scheduled for: |
| 2. Anticipated duration of erection: |
| 3. Detailed schedule complies with working hour restrictions? |
| 4. How will the Contractor stabilize the girders during and after erection operations? Precast, Prestressed Concrete Box Girders (Bracing may not be required.): Precast, Prestressed Concrete I and BT Girders (Bracing may only be required during erection. Diaphragms will require installation as erection progresses.):Steel Girders: “No fewer than two steel girders shall be erected when girders are initially placed in any span, unless the Engineer provides a written waiver to this requirement.” “Steel box girders need not be erected in pairs.” |
| C. Crane Delivery: |
| Crane(s) will arrive at: |
| D. Contractor’s Engineer: |
| 1. When a bridge spans traffic of any kind, the area beneath the girders shall not be opened to traffic until the Contractor’s Engineer has inspected and provides written approval of the erected girders. Comments. |
| 2. Has the Contractor’s Engineer provided the inspection form the Contractor will use to document the daily inspection of the erected girders and other permanent and temporary bridge elements?  *Project Engineer: Who from the project has been assigned the task of inspecting the erected girders daily?* |
| F. Other Scheduled Items: |
| Other scheduling items that will affect the start of the erection process include: |
| 1. Lighting necessary: |
| 2. Railroad Coordination: |
| 3. Utility Coordination: |
| 4. Other: |
| 5. Other: |

|  |
| --- |
| PRE-ERECTION CONFERENCE AGENDA (continued) |
| IV. Special Provision Requirements |
| *The following Special Provisions are reviewed and discussed below:* |
| A. Special Provision: |
| Comments: |
| B. Special Provision: |
| Comments: |
| C. Special Provision: |
| Comments: |
| D. Special Provision: |
| Comments: |
| E. Special Provision: |
| Comments: |
| F. Special Provision: |
| Comments: |
| G. Special Provision: |
| Comments: |
| H. Special Provision: |
| Comments: |

|  |
| --- |
| PRE-ERECTION CONFERENCE AGENDA (continued) |
| V. Plan Notes and Unusual Requirements |
| *The following plan notes and unusual requirements, experimental features, research items, and other unusual requirements are reviewed and discussed below:* |
| A. Plan Note: |
| Comments: |
| B. Plan Note: |
| Comments: |
| C. Plan Note: |
| Comments: |
| D. Plan Note: |
| Comments: |
| E. Other Requirement: |
| Comments: |
| F. Other Requirement: |
| Comments: |
| G. Other Requirement: |
| Comments: |
| H. Other Requirement: |
| Comments: |
| PRE-ERECTION CONFERENCE AGENDA (continued) |
| VI. Pre-Erection Inspections |
|  |
| A. Bearings: |
| 1. Are bearings set on proper line and grade? Comments: |
| 2. Will the bearings be welded during erection? If so, welding must be performed by certified welder. Comments. |
| B. Falsework: |
| 1. Is falsework required per subsection 601.11(a) of the *Standard Specifications*? |
| 2. If falsework is required, has the Contractor's Engineer certified in writing that falsework materials and construction have been inspected and that all falsework design, materials, and construction conform with the requirements of the Contract and are safe for placement of loads, in accordance with subsection 601.11(b) of the *Standard Specifications?* Comments: |
| **C. Substructure Survey 601.12(l)** |
| Has substructure survey been completed and submitted? Information checked against the plans and shop drawings? |
| VII. Erection Plan and Procedures |
| A. Erection Plan: |
| Has erection plan been submitted as required? Comments: |
| 1. Have minimum requirements been incorporated into the erection plan? |
| 2. When will the final Erection Plan, signed and sealed by the Contractor’s Engineer, stamped “Approved for Construction” and signed by the Contractor be submitted to the Project Engineer (date and time)? |
| 3. Erection subcontractor’s demonstration of knowledge and familiarity with piece marks.- The Erection sheets from the shop drawings may be needed to facilitate the discussion.- Call the girder fabricator on the speaker telephone.  * On the components to be erected, where are the piece marks located? * How are the piece marks oriented in the finished structure? * Discuss the shop drawing piece mark convention used by the girder fabricator. * Has the Erection subcontractor discussed with the fabricator how the girders will be loaded? Piece marks toward the front or rear of the truck?  Did the girder fabricator state whether the erection subcontractor had demonstrated a correct understanding of the piece marks? Did the girder fabricator correct any misunderstanding? |

|  |
| --- |
| PRE-ERECTION CONFERENCE AGENDA (continued) |
| B. Erection Plan Deviation: |
| 1. Any deviation from the final Erection Plan will require prior approval from the Contractor’s Engineer and the Contractor and must be discussed with the Project Engineer. Comments: |
| 2. What are the contingency plans if erection is not proceeding according to schedule? Based on production and time, what are the specific points during erection a decision will be made to proceed with or cancel erection? The decision must be discussed with the Project Engineer. Comments: |
| C. Method of Communication: |
| What method of communication will be used between the Contractor, the erection subcontractor, Contractor’s Engineer, and the Project Engieer during erection? |
| **D. Crane Operation:** |
| 1. Is the crane staging and erection site properly graded, drained, and stabilized? If not, when will it be? |
| 2. Is there adequate room allowed for outriggers? Has the proximity to walls or other structures been investigated? |
| 3. Has the Contractor verified the location of underground utilities in relation to the crane outriggers? |
| 4. Has the Contractor verified that power lines will not interfere with crane operation? Comments: |
| 5. What contingency plans are there for equipment failure? Comments: |
| **E. Weather :** |
| Does the Contractor have a contingency plan for inclement weather? |
| The Contractor will confirm weather forecast 24 hours prior to erection. Comments and description of contingency plan: |
| VIII. Inspection Requirements |
| A. Inspection of Bolts: |
| 1. What “acceptable platform” will the Contractor provide to allow the Engineer to inspect tension in high strength bolts per subsection 509.28(h)? |
| 2. The Contractor will need to demonstrate that the bolt tightening method used produces the tension specified in Table 509-3. Comments: |

|  |
| --- |
| PRE-ERECTION CONFERENCE AGENDA (continued) |
| IX. Safety Requirements |
| A. Safety Plan: |
| 1. Has the Contractor provided for work site safety in accordance with the Occupational Safety and Health Administration requirements and standard special provision, Project Safety Planning (e.g., hardhats, handrails, safety belts, nets)? Comments: |
| 2. Suggested safety topics:  Properly sized crane?  Appropriate slings, chokers, and lifting devices?  Ensure that a single girder is tied off and braced prior to hoisting the adjacent girder.  Tag lines to be used to control hoisted girders  Never stand or walk under hoisted girder. |
| 3. Time and place of erection safety meeting? |
| X. Traffic Control |
| A. Method of Handling Traffic (MHT) |
| 1. Will the crane delivery require traffic control? Describe MHT |
| 2. Will the girder delivery require traffic control? Describe MHT |
| 3. Will the girder erection require traffic control? Describe MHT |
| 4. Has the Method of Handling Traffic been submitted and approved? |
| 5. Method to prevent traffic from entering work zone? |
| 6. Public relations notified? |
| 7. Verify vertical and lateral clearances after erection per subsection 630.09, Paragraph 4, ( 7) and (8). Staff Maintenance Permit Office may require notification. See Construction Bulletin 2006 Number 1.. |
| Comments: |