

# Appendix F

## Recommended Set-up Meeting Agenda Topics

- Purpose of meeting – For DOTD Project Coordination to ensure LPA P.E. and Responsible Charge are aware of and understand contract requirements and obligations.
- Role and Responsibilities
- Topics of Discussion
  - Entity-State Agreement
  - Construction Contract
  - Construction Engineering & Inspection Guidelines
  - Compliance Goals
  - Construction Contract Administration Manual
  - Sampling Plan
  - Site Manager (& Set-up)
  - QA/QC Materials Testing
    - Certified Lab
  - Pre-construction Conference Schedule & Checklist (provided by the DOTD Project Coordinator)
  - Progress Schedule & Approval
  - Inspection Requirements
    - Inspectors, Work Zone/Traffic Control
  - Final Audit Checklist
  - Partial Estimate & Change Orders
  - Notice To Proceed Requirements