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ENGINEERING DIRECTIVES AND STANDARDS

Volume	Chapter	Section	Directive Number	Effective Date
III	1	1	7	6/22/2021

SUBJECT: PRE-CONSTRUCTION CONFERENCES

1. **PURPOSE:** The purpose of this directive is to establish a uniform policy for Pre-Construction Conferences.
2. **SCOPE:** This directive covers policies regarding Pre-Construction Conferences.
3. **PROCEDURE:** A Pre-Construction Conference will be held on all projects. This conference will be held prior to the beginning of construction. These conferences should be scheduled sufficiently in advance to permit the attendance of all parties concerned.

The Headquarters Construction Section is to be notified in order that their representative may attend to discuss OSHA requirements.

The Compliance Section is to be notified in order that their representatives may attend to discuss the DBE/SBE provisions of the contract, EEO contract requirements, Labor Compliance, and On the Job Training.

On Federal Aid Projects, the area engineer shall be notified of the time, date and location of the conference so that representatives of the Federal Highway Administration can attend if they so wish.

On all airport projects, the Federal Aviation Administration (FAA) representative and Assistant Secretary, Louisiana Department of Transportation and Development, Office of Aviation, will be given a minimum of two (2) weeks advance notice of the date, time and location of the Pre-Construction Conference. Attached is a FAA suggested list of items to be discussed at this conference.

Utility companies shall be notified well in advance of the conference in order that their representatives can make arrangements to attend. It is vitally important on most projects that utility representatives attend the conference, where sequences of construction may be developed to provide for the orderly relocations of utilities to minimize delays.

The matter of subcontractors should be discussed with the prime contractor prior to the Pre-Construction Conference and these subcontractors should be urged to attend. This will eliminate the controversy which appears to be frequently arising on the construction projects as a result of subcontracting. In the event a Contractor has not consummated an agreement with a subcontractor at the time of the Pre-Construction Conference is held, it will be necessary that a supplemental conference take place prior to the commencing of work by the subcontractor.

This matter should be given immediate attention and arrangements should be made with this office sufficiently in advance in order that these conferences can be given the proper attention by persons directly concerned in the Department.

On Urban System projects, Pre-Construction Conferences between Department, FHWA and other governing body should be held prior to and independent of contractor.

Discussions of each conference will be documented by a report, a copy of which will be transmitted to this office.

4. **OTHER ISSUANCES AFFECTED:** All directives, memoranda or instructions issued heretofore in conflict with this directive are hereby rescinded. This directive replaces EDSM No. III.1.1.7, dated April 8, 1985.
5. **EFFECTIVE DATE:** This policy is effective immediately upon receipt of this directive.

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