

# **CONSTRUCTION PROCEDURES HANDBOOK**

SECTION III	SUBSECTION E	DATE
CONSTRUCTION STARTUP	EMERGENCY CONTRACTS & ACCELERATED START-UP	08/08/22

For emergency contracts and contracts that require an accelerated start-up the RCE will contact the Bureau of Construction Services Procurement on the day of bid and determine the name of the Apparent Low Bidder to verify that there are no known problems with the bids at that time. The RCE will immediately contact the Apparent Low Bidder and request that a tentative Preconstruction Conference be scheduled as quickly as possible after the projected date of contract award.

The RCE will convey to the Contractor the desire to start physical construction as soon as possible after the contract is executed. Inform the Contractor that he is acting as a volunteer for any work performed prior to contract execution as specified in Subsection 108.02. An offer should be made at this time to provide assistance or information the Contractor may need for preconstruction preparation including transmittal of the following list of preconstruction requirements:

- 1) Certificates of Insurance (Form DC-175)
- 2) Acceptable Progress Schedule
- 3) List of proposed Subcontractors
- 4) Completed Sublet(s) (Form(s) DC-18)
- 5) List of specialty items and costs
- 6) Materials Questionaries (Forms DC-2891)
- 7) List of Key Contract Personnel (Form DC-34)
- 8) Erosion Contract Plan (if required)
- 9) Training Program (if required)
- 10) Name and telephone number for Contractor's 24/7 Traffic Control Coordinator
- 11) Potential field office locations and date of availability

The RCE will monitor the contract's administration progress and problems in coordination with the PM. On the date of Contract Award, the RCE will follow up on the above list of requirements with the Contractor and will schedule a Preconstruction Conference as soon as possible.