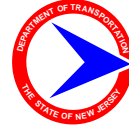


# NEW JERSEY DEPARTMENT OF TRANSPORTATION



**Project Name, Contract No. XXXXXXXXXXX**

## **Agenda for Biweekly Project Meeting # XX**

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Date: Tuesday, October 31, 2017 Time: \_\_\_\_\_  
Fed Project # \_\_\_\_\_ DP #: \_\_\_\_\_ CE #: \_\_\_\_\_  
Location: \_\_\_\_\_ Project Field Office: Address \_\_\_\_\_

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### **Project Status (As of XX/XX/XXXX)**

#### **TIME:**

Contract Start Date: 00/00/00  
Actual Start Date: 00/00/00  
Interim Dates \_\_\_\_\_: \_\_\_\_\_ Time Extensions: \_\_\_ \_ D  
Interim Dates \_\_\_\_\_: \_\_\_\_\_ Time Extensions: \_\_\_ \_ D  
Interim Dates \_\_\_\_\_: \_\_\_\_\_ Time Extensions: \_\_\_ \_ D  
Interim Dates \_\_\_\_\_: \_\_\_\_\_ Time Extensions: \_\_\_ \_ D

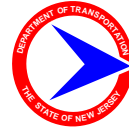
Working Days (If Working Day Project) \_\_\_\_\_  
Contract Substantial Completion Date: 00/00/00 or \_\_\_ WD Time Extensions: \_\_\_ \_ D  
Estimated/Actual Substantial Completion Date: 00/00/00  
Contract Final Completion Date: 00/00/00 or \_\_\_ WD Time Extensions: \_\_\_ \_ D  
Estimated/Actual Final Completion Date: 00/00/00  
Percent Complete (Time): xx.x% (xxx days/xxx days)  
Last Update Schedule Update Number: \_\_\_\_\_

#### **Costs:**

Original Contract Cost: \$ \_\_\_\_\_  
Approved Change Orders \$ \_\_\_\_\_ (CO # and )  
Adjusted Contract Amount: \$ \_\_\_\_\_  
Change Orders in System \$ \_\_\_\_\_ (CO # - )  
Work Completed To date: \$ \_\_\_\_\_  
Last Estimate No.: \_\_\_\_\_  
Percent Complete (\$, Adjusted Contract) xx.x%



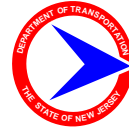
# NEW JERSEY DEPARTMENT OF TRANSPORTATION



## Agenda:

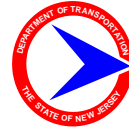
#	Description	Action By	Action Due By:
1	<p><b><u>Meeting Purpose</u></b>                      The purpose of this progress meeting is to coordinate construction activities between the NJDOT, Contractor and Project Design Engineers. All concerned parties should attend this meeting.</p>		
2	<p><b><u>Schedule</u></b></p> <ul style="list-style-type: none"> <li>A. Baseline schedule</li> <li>B. Progress schedule - <i>Contractor was advised to follow specified timeframes for submission of updates</i> <ul style="list-style-type: none"> <li>a) CPM Update # ____ data date _____</li> <li>b) Major change</li> <li>c)</li> </ul> </li> <li>C. Upcoming work schedule</li> <li>D. Weekly look ahead schedule</li> <li>E. xx</li> </ul>		
3	<p><b><u>Project Safety</u></b></p> <ul style="list-style-type: none"> <li>1) <i>Contractor was advised to clean-up throughout project for the safety of the pedestrians and traffic. Remove all damaged safety devices and construction surplus materials such as pipe pieces, plastic, wood pieces, metal pieces etcetera. This debris is being left-in-place by the side of the roadways and in some cases on sidewalk.</i></li> <li>2) <i>Contractor was advised to replace all damaged safety devices in timely manner.</i></li> <li>3) <i>Pot holes must be patched in timely manner.</i></li> <li>4) <i>When heavy equipments are transported thru the project they must have an escort.</i></li> <li>5) <i>The traffic control coordinator shall be a full-time position. He or she shall not assist to other construction activities while serving as a traffic control coordinator.</i></li> <li>6) <i>Safety lane closures are allowed in the time periods established by the DOT. Any additional lane closures requested by the contractor shall be submitted in writing with full explanation of the reason for the request and the resultant impact to traffic.</i></li> <li>7) <i>Safety devices for lane closures set-ups &amp; pick-ups shall be done safely.</i></li> <li>8) <i>Flagman shall have safety vest, hardhat and stop/slow paddle if used for safety during construction.</i></li> <li>9) <i>All personnel working on jobsite shall wear safety vest and hard hat.</i></li> <li>10) <i>Xxx</i></li> <li>11) <i>xxx</i></li> </ul> <p><b><u>Safety Issues</u></b></p> <ul style="list-style-type: none"> <li>A. Signs</li> <li>B. Traffic Control Devices</li> </ul>		

# NEW JERSEY DEPARTMENT OF TRANSPORTATION



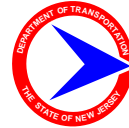
#	Description	Action By	Action Due By:
	C. TMA D. VMS E. Night work F. Staging G. Lane Closure H. Detour I. Traffic Director/Flagger J. Traffic Incident K. xxx		
4.	<b><u>Insurance Program</u></b> <i>It is Contractor's responsibility to keep insurance up to date.</i> A. Insurance status: B. Renewal period:		
5.	<b><u>Utilities</u></b> A. Utility Coordination B. Utility conflict C. Issues: D. xxx		
	<b><u>Job Progress Report</u></b> A. Current work areas B. Material Delivered C. Construction Issues		
6.	<b><u>Subcontractor Issues/DC-18's</u></b> <i>All subcontractor have to be submitted before starting work.</i> A. DC-18's are outstanding for a) xxx b) xxx B. xxx		
7.	<b><u>EEO Status &amp; Documentation</u></b> <i>All Payrolls including subcontractors must be submitted in timely fashion.</i> A. DBE or SBE goal is ____% submitted ____% B. Outstanding EEO documents & Payrolls. C. CR-266S status: D. Trainee Program status: E. xxx		
8.	<b><u>Materials:</u></b> A. Material Questionnaire DC-2891 a) Outstanding DC-2891... b) Status of submitted DC-2891.... B. Certification of Compliance		

# NEW JERSEY DEPARTMENT OF TRANSPORTATION



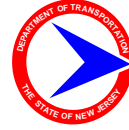
#	Description	Action By	Action Due By:
	a) Material Certification <ul style="list-style-type: none"> <li>i. Outstanding ...</li> <li>ii. Xxx....</li> </ul> b) Delivery Tickets <ul style="list-style-type: none"> <li>i. Outstanding ...</li> <li>ii. Xxx....</li> </ul>		
<b>8.</b>	<b><u>Submittals:</u></b> A. Shop Drawing: B. Working Drawing: C. Safety Plan D. Xxx...		
<b>9.</b>	<b><u>RFI:</u></b> A. RFI's Submitted: B. RFI's closed: C. RFI's Outstanding: D. Outstanding RFI's issues: <ul style="list-style-type: none"> <li>a) Xxx ...</li> <li>b) Xxx ....</li> </ul> E. New/Potential RFI's issues: <ul style="list-style-type: none"> <li>a) Xxx ...</li> <li>b) Xxx ....</li> </ul>		
<b>10.</b>	<b><u>Design Related Issues/COP's:</u></b> A. Approved COP's: <ul style="list-style-type: none"> <li>a) Xxx ...</li> <li>b) Xxx ....</li> </ul> B. Pending COP's: <ul style="list-style-type: none"> <li>a) Xxx ...</li> <li>b) Xxx ....</li> </ul> C. New/Potential COP's: <ul style="list-style-type: none"> <li>a) Xxx ...</li> <li>b) Xxx ....</li> </ul> D. xxx		
<b>11.</b>	<b><u>Environmental</u></b> A. Environmental(NJDEP) Permit B. Environmental Safety Items on project C. Environmental Inspection D. Regulated Material E. Hazardous Material F. xxx		

# NEW JERSEY DEPARTMENT OF TRANSPORTATION



#	Description	Action By	Action Due By:
12.	<b><u>Electrical /Traffic Signal/Highway Lighting/ITS:</u></b> A. xxx B. xxx C. xxx		
13.	<b><u>Change Orders</u></b> A. Approved Change Order: B. Status of Pending Change Order C. New/Potential Change Order: D. Outstanding Change Order issues: a) Xxx b) Xxx E. New/Potential Change Order issues: a) Xxx b) Xxx		
14.	<b><u>Estimates</u></b> <p style="text-align: center; color: blue;">Last Estimate #____ – processed.</p> A. Estimate#____ submitted (Not approved yet). B. Estimate#____ in Progress.		
16.	<b><u>Potential and/or Pending Disputes/ Claims</u></b> A. Status of Claims in process: B. Pending claims: C. New/Potential claims: D. xxx E. xxx		
17.	<b><u>Project Close-out</u></b>		
18.	<b><u>Old Business</u></b> A. xxx B. xxx. C.		
19.	<b><u>New Business</u></b> A. xxx B. xxx.		
20.	<b><u>Comments:</u></b> <p style="color: blue;"><i>Meeting open to comments from attendees.</i></p>		

# NEW JERSEY DEPARTMENT OF TRANSPORTATION



**Action Items:**

**The Next Meeting will be on, **Date @ Time****

Cc: All attendees  
RCE  
PM  
FM  
FHWA Area Engineer (for PODI project)  
Contractor Main Office