

August 27, 2003

**MEMORANDUM
03-13**

TO: District Directors
District Construction Engineers
Toll Road Operations Engineer
District Operations Engineers
District Area Engineers
District Project Engineers/Supervisors

FROM: Dennis A. Kuchler, Chief
Contracts and Construction Division

RE: Preconstruction Notification Concern

Recently I attended a meeting of the INDOT/ACEC-IN Committee. The letters ACEC-IN stand for American Counsel Engineering Companies – Indiana. The group in mainly made up of consultants that do business with INDOT. There was several concerns brought up at that meeting by the group and one of them was the fact that they did not feel the districts were notifying the design consultants or utilities far enough in advance of a preconstruction conference so that they can make the needed arrangements to attend.

I polled each district on August 12th and ask the question if the design consultants were attending the preconstruction meeting for projects and only three districts responded. The responses varied from consultants are only invited on big projects to they are invited but only attend 50 % of the time. Our “GIFE” in Section 2 clearly states that design consultants and all involved utilities are to be notified far enough in advance for them to arrange their representative to attend. The consultants at the meeting stated that a lot of times they do not get notification of the meeting till maybe 24 to 36 hours ahead of time. They also feel that that is why the utility companies do not always attend because they have even more persons that the notification must go through before it reaches the actual person that needs to attend and by that time he/she cannot make the meeting.

I feel that we need both these organization represented at the preconstruction meeting whenever possible. Communication is something that must happen if we are to have a successful project from the preconstruction conference to the close out of the project. I therefore would like for preconstruction conferences to set so that everyone who needs to attend is given at least a weeks notice of the meeting. This may not always be able to happen but if we can do that in most cases, the attendance should be better and no one will be able to say that they could not attend because they were not given enough time to clear their calendar. All the consultants can be emailed their notification by using INDOT’s OUTLOOK under “Public Folders”, then “All Public Folders” then “Agency Information” and finally “Consultant Contact List”.

Thanks for your help.

DAK